



REPUBLIC OF THE PHILIPPINES  
**BUREAU OF LOCAL GOVERNMENT FINANCE**  
DEPARTMENT OF FINANCE

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**MEMORANDUM**

TO : **ALL BLGF REGIONAL DIRECTORS**

FROM :   
**NIÑO RAYMOND B. ALVINA**  
OIC Executive Director

SUBJECT : **Monitoring of Approved LGU Loan Applications  
and Regular Uploading of SIPB to the i2ms**

DATE : 12 February 2017

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Pursuant to BLGF Memorandum Circular No. 05-2016<sup>1</sup> dated 26 February 2016, the BLGF Regional Offices shall monitor, encode and upload the Statement of Indebtedness, Payments and Balances (SIPB) reports. Specifically, the annual SIPB reports shall be encoded and uploaded in the "Manage Debt Monitoring Module" in the Integrated Information Management System (i2ms) on or before the 31<sup>st</sup> of March of the ensuing year, or within three (3) working days upon receipt of the SIPB in the case of newly contracted loan/s.

Of the 177 Certificates of Net Debt Service Ceiling and Borrowing Capacity (NDSC/BC) issued by this Bureau in FY 2016, *only 38 or 21% have a corresponding SIPB* report encoded and uploaded in the i2ms as of January 2017. Notably, no Regional Office has fully complied with the timely encoding and uploading of the SIPB reports for newly contracted loan/s. For the regular SIPB report, *only 339 out of the 1,715 LGUs with corresponding SIPB* report were encoded and uploaded in the i2ms. Please be reminded that non-compliance with the above Circular shall be reflected in the OPCR and IPCR of the concerned Regional Office and personnel, respectively.

In order for the Local Debt Monitoring and Evaluation Division (LDMED) of the BLGF Central Office to prepare a consolidated report for FY 2017 on the annual SIPB for policy formulation purposes and for submission to the Department of Finance (DOF) and other stakeholders requiring/requesting the report, you are hereby instructed to upload and encode immediately in the i2ms all the SIPB submitted by Local Treasurers in your jurisdiction. Likewise, please monitor if the loan application corresponding to the issued certificate number has been approved or used. Attached herewith is the list of issued NDSC/BC Certificates (Annex A) from June to December 2016, and the reporting template for reference. To expedite the submission, please email the report to [ldmed@blgf.gov.ph](mailto:ldmed@blgf.gov.ph) bearing the subject "*Loan Monitoring of BLGF Region \_\_\_*".

For strict compliance.

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<sup>1</sup> Guidelines on the Issuance of the Certificate of Net Debt Service Ceiling and Borrowing Capacity (NDSC/BC) to the Local Government Unit (LGU) and the Timely Monitoring and Reporting of LGU Loans and Borrowings