



Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Boulevard Corner Pablo Ocampo Sr. Street
Manila 1004

DEPARTMENT ORDER NO. 034.2014
May 26, 2014

TO : All Bureau Officials and Personnel, Regional Directors for Local Government Finance, Provincial, City and Municipal Treasurers and Others Concerned

SUBJECT : Amending Sections 3, 8 and 9 of the Department Order No. 8-2011 dated February 11, 2011

Sections 3, 8 and 9 of the Department Order No. 8-2011 dated February 11, 2011, are hereby amended to read as follows:

Section 3. *The eSRE cash basis reports shall be uploaded to the eSRE Web Information System by all local treasurers on or before the following dates:*

- i. For the first three quarterly reports: On or before the 20th of the month following the end of the quarter.*
- ii. For the year-end report: On or before March 31 of the subsequent calendar year.*

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Section 8. *Failure of the concerned local treasurer to submit timely and/or accurate eSRE reports shall constitute sufficient grounds for filing a complaint in accordance with the Revised Rules on Administrative Cases in the Civil Service (RRACCS) of the Civil Service promulgated on November 8, 2011, specifically:*

a) *The failure to submit the reports within the prescribed period is considered a light offense, hence, Section 46 (F.3) of Rule 10 of the RRACCS shall apply:*

1. *Violation of reasonable office rules and regulations*

1st Offense – Reprimand

2nd Offense – Suspension of one (1) day to thirty (30) days

3rd Offense – Dismissal from the service

b) The submission of inaccurate reports is considered a less grave offense, hence, Section 46 (D.2) of Rule 10 of the RRACCS shall apply:

2. Simple Misconduct

1st Offense – Suspension of one (1) month and one (1) day to six (6) months

2nd Offense – Dismissal from the service

For this purpose, inaccurate report shall mean a report containing data that materially affect the integrity of the report which may tend to mislead end-users.

The complaint shall be initiated by the proper disciplining authority or his authorized representative and a show-cause memorandum shall be issued accordingly to the concerned treasurer.

Section 9. The BLGF shall issue relevant circular/s relative to the responsibility and accountability of the Provincial Treasurers, BLGF Regional and Central Office personnel, in addition to the issuance of necessary advisories, updates, instructions and updated forms, to ensure full implementation and strict compliance to the herein Order.

All department orders, circulars and issuances inconsistent with this Department Order are hereby repealed or modified accordingly.

This Department Order shall take effect immediately upon its publication in two (2) daily newspapers of general circulation in the Philippines.

The Bureau of Local Government Finance (BLGF) shall strictly implement this Department Order.

Done in the City of Manila, this 28th day of May 2014.


CESAR V. PURISIMA
Secretary

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