



Republic of the Philippines  
DEPARTMENT OF FINANCE  
**BUREAU OF LOCAL GOVERNMENT FINANCE**  
8<sup>th</sup> Floor EDPF Building, BSP Complex, Roxas Boulevard, 1004 Manila  
www.blgf.gov.ph | central@blgf.gov.ph | +63 2 527 2780 / 527 2790

**BLGF MEMORANDUM CIRCULAR No. 023.2019**  
**SEP 19 2019**

**TO : All BLGF Central and Regional Officials and Employees; All Local Treasurers and Assistant Local Treasurers; and Other Officials Concerned**

**SUBJECT : Guidelines on the Submission of the Statement of Indebtedness, Payments and Balances (SIPB) Reports thru the Local Government Unit (LGU) Integrated Financial Tools (LIFT) System**

This Memorandum Circular is issued to guide all concerned in complying with the requirements of Department Order (DO) No. 054-2016<sup>1</sup>, issued by the Secretary of Finance, dated 25 October 2016, mandating the submission of the Statement of Indebtedness, Payments and Balances (SIPB) for timely and accurate monitoring of LGU loans and borrowings.

The herein attached Annex A provides guidelines on the submission of the SIPB reports under the Local Government Unit (LGU) Integrated Financial Tools (LIFT) System with version 2.23.21, for information and reference.

The submission/uploading of the SIPB is on a quarterly basis, and shall be uploaded to the LIFT System on or before the following dates:

- i. For the first three quarterly reports: On or before the 20<sup>th</sup> of the month following the end of each quarter; and
- ii. For the year-end report: On or before March 31 of the subsequent fiscal year.

In case the submission date falls on Saturdays, Sundays, Holidays and declared non-working holiday, the submission will be on the following working day.

The URL address and official website in encoding and uploading the SIPB reports are as follows:

- Local System - localhost:8080/lguWeb
- Central System – esre.blgf.gov.ph

In case of errors/problems which require highly technical assistance from the BLGF Office, same should be reported to the BLGF Local Debt Monitoring and Evaluation Division (LDMED) through (02) 522-8770 or at [ldmed@blgf.gov.ph](mailto:ldmed@blgf.gov.ph).

All Regional Directors are hereby instructed to inform, disseminate and cascade the herein guidelines to all concerned.

Please be guided accordingly.

**NIÑO RAYMOND B. ALVINA**  
Executive Director

**16824**

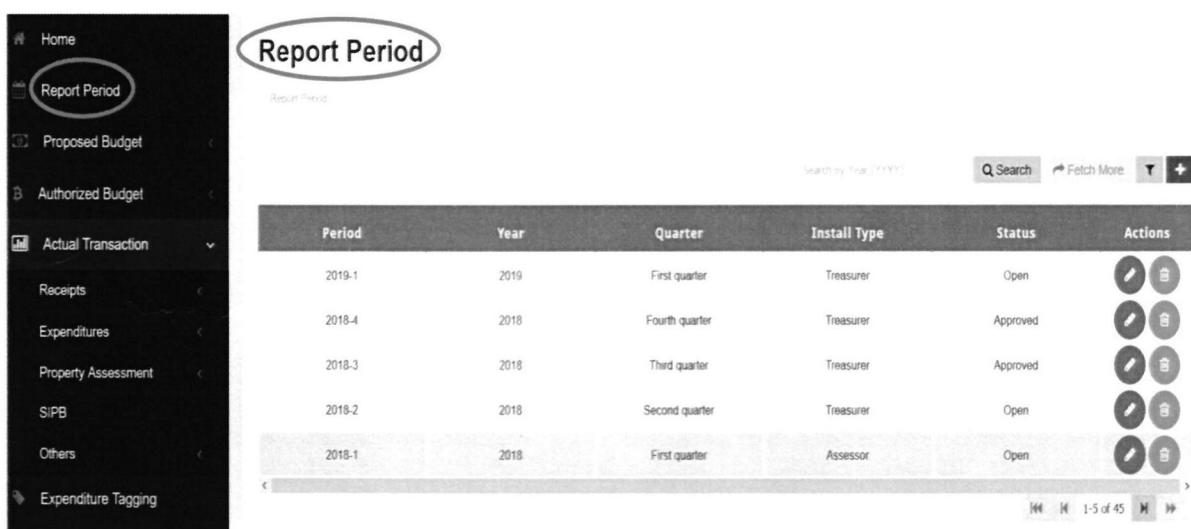


<sup>1</sup> Streamlining the Certification of Net Debt Service Ceiling and Borrowing Capacity of Local Government Units

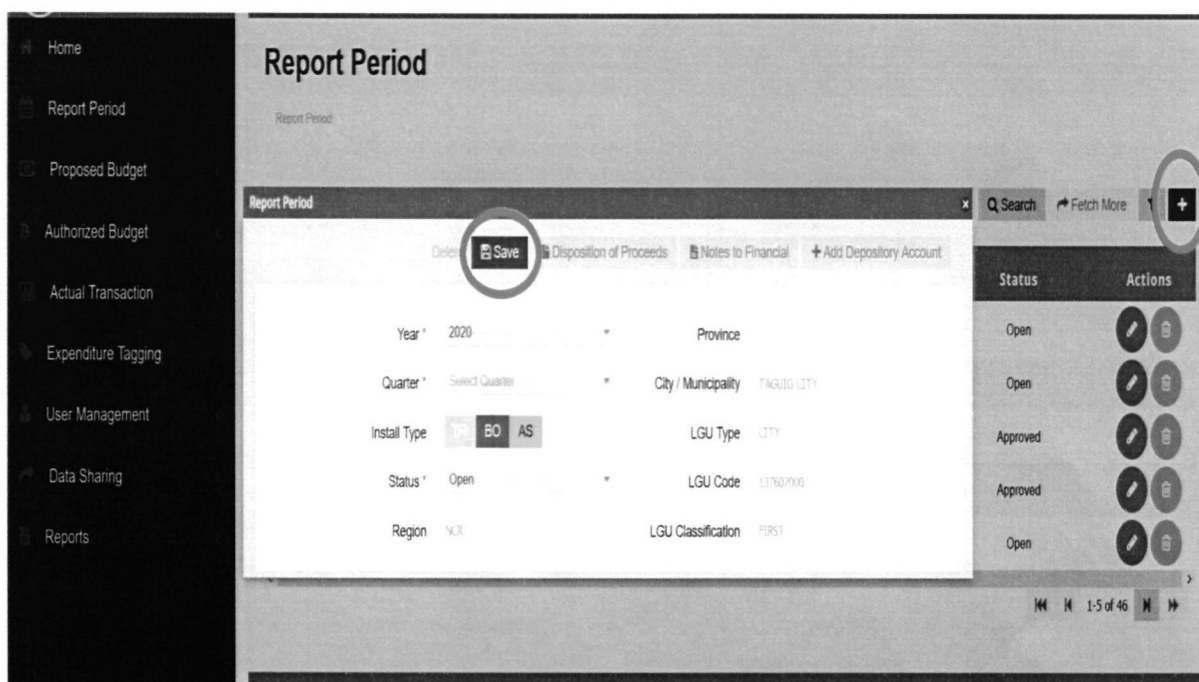
## Guide on the Submission of the Statement of Indebtedness, Payments and Balances (SIPB) Reports thru Local Government Unit (LGU) Integrated Financial Tools (LIFT) System

### A. CREATING REPORT PERIOD FOR 1<sup>ST</sup> TO 4<sup>TH</sup> QUARTERS

1. Click Report Period in the left Menu. Report Period will be displayed.



2. Click Add (+) sign to Add Record.

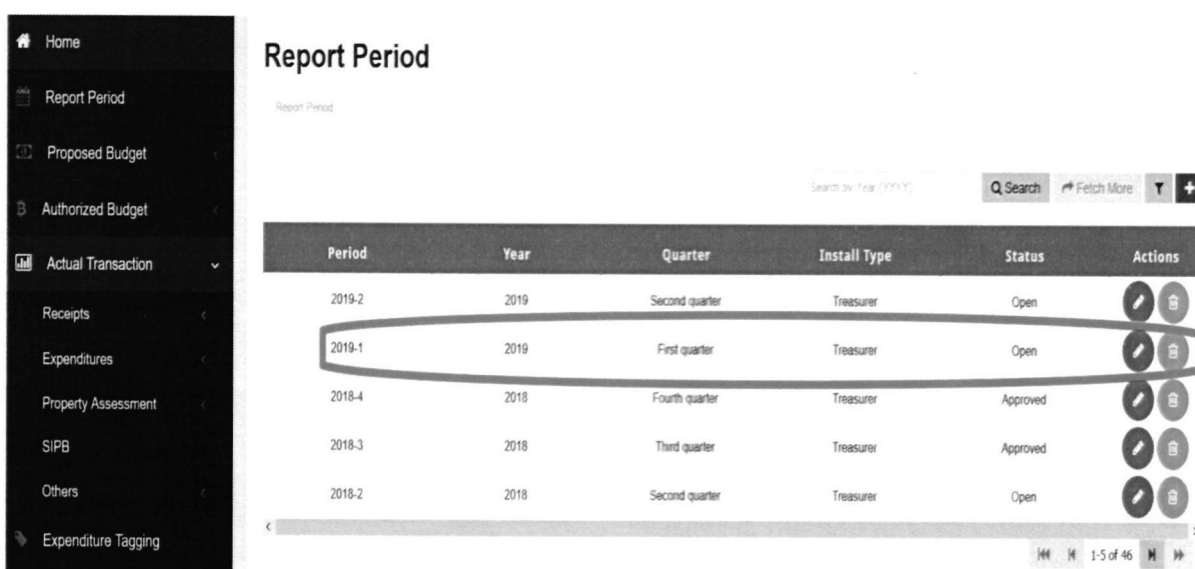


3. Select Year. (2010 to 2020)
4. Select Quarter. (First Quarter, Second Quarter, Third Quarter, Fourth Quarter)
5. Select Install Type. Check TR (Treasurer)

6. Select Status. (Open)
7. Click Save. Message box will be displayed.



8. Click OK.
9. Click X to close.
10. After closing, the encoded period will be displayed in the Reporting Period Module.



*Report Period must be opened first before encoding any information on any of the facilities.*

## B. ENCODING OF SIPB REPORTS

**All fields with asterisk (\*) are required.**

1. Click Actual Transaction on the left menu, SIPB Menu will be displayed.
2. Click SIPB on the sub-menu. SIPB page will be displayed.

**SIPB**

Actual Transaction

Search by Loan Reference Number

Q Search Fetch More

Creditor	Loan Reference Number	Certificate Number	Date of Certification	Amount Approved	Actions
Land Bank of the Philippines	4808TL093421010(20)	09-06-272	06/03/2009	300,000,000.00	[Edit] [Delete]
Land Bank of the Philippines	4808TL143543000	09-06-272	06/02/2009	789,200,000.00	[Edit] [Delete]
Land Bank of the Philippines	4808TL103679010(20)(30) (40)(50)	09-06-272	06/02/2009	348,300,000.00	[Edit] [Delete]
Land Bank of the Philippines	9572-TL12-0015	11-04-176	03/03/2011	30,092,682.00	[Edit] [Delete]

1-4 of 4

3. Click Add (+) Sign. Debts window will be displayed.

**SIPB**

Actual Transaction

Debts

Save

Creditor \* Select Creditor \*

Loan Reference Number \*

Major Details Other Details Payment Debt Details

Authorized Depository Bank \* Yes

Q Search Fetch More

Approved Actions

300,000,000.00 [Edit] [Delete]

789,200,000.00 [Edit] [Delete]

348,300,000.00 [Edit] [Delete]

30,092,682.00 [Edit] [Delete]

1-4 of 4

4. Select Creditor\*.
5. Enter Loan Reference Number\*.

### MAJOR DETAILS TAB

1. Select Authorized Depository Bank\*. If No. Follow step 2 under Major Details.
2. Enter State DC. No. 01.2017
3. Enter Certificate Number (CNDSBC)\*.
4. Select Date of Certification (CNDSBC)\*.

5. Enter Monetary Board (MB) Resolution Number.
6. Select Date of MB Opinion.
7. Enter Amount of Proposed Loan\*.
8. Select Date of Approval Loan\*.
9. Enter Amount Approved\*.
10. Enter Principal Amount of Loan\*.
11. Enter Name of LCE at the time of Contract Signing\*.
12. Enter National Government Guarantee.
13. Select Type of Indebtedness Instrument\*.
14. Enter Please specify Indebtedness Instrument.
15. Select Purpose of indebtedness here\*.
16. Please specify purpose of Indebtedness here:

17. Select Included in the Annual Investment Plan. If NO follow step 18.
18. Select Remedy\*.
19. Enter Please specify remedy.
20. Enter Council of Resolution Number\*.
21. Enter Economic/Useful Life of the Project (Subject of Loan).
22. Select Maturity Date\*.
23. Enter Terms of Indebtedness.
24. Enter Number of Years of Indebtedness\*.

25. Enter Interest Rate\*.
26. Select Frequency of Payment\*.
27. Enter Grace Period (Number of Months).
28. Select Starting Date of Payment\*.

## OTHER DETAILS TAB

The screenshot shows the 'Debits' form in the LIFT System. The 'Other Details' tab is selected and highlighted with a red circle. The form includes the following fields:

- Creditor: Select Creditor
- Loan Reference Number
- Major Debt Covenants
- Collateral Security
- If cash deposit, how much? (0.00)
- Other relevant terms and conditions (of loan)
- Annual Budget at the time of Loan (0.00)

1. Enter Major Debts Covenants.
2. Enter Collateral Security.
3. Enter If cash deposit, how much?
4. Enter Other relevant terms and conditions (of loan).
5. Enter Annual Budget at the time of Loan.
6. Click Save. Message Box will be displayed.

The screenshot shows the 'Debits' form in the LIFT System. A message box is displayed over the form, stating 'The record was successfully saved.' and 'OK'. The form includes the following fields:

- Creditor: Select Bank of the Philippines
- Loan Reference Number: 124578
- Major Debt Covenants
- Collateral Security
- If cash deposit, how much? (0.00)
- Other relevant terms and conditions (of loan)
- Annual Budget at the time of Loan (0.00)

7. Click OK.

## PAYMENT DEBT DETAILS

1. Click Add (+). Payment Debt Details window will be displayed.

**Debts**

Creditor \* Land Bank of the Philippines \*

Loan Reference Number \* 9572-TL12-0015

Major Details Other Details **Payment Debt Details**

**+ Add**

Period	Remaining Balance	Action
2019-1	0.00	

1:1 of 1

2. Select Period\*. (2019-1)

3. Principal Loan Amount\*, Term Interest Rate\* and Maturity Date\* are automatically generated by the System.

**Payment Debt Details**

Period \* 2019-1

Principal Loan Amount \* 59,042,803.56

Term Interest Rate \* 8.83 %

Maturity Date \* 12/09/2019

**Annual Amortization** Fees Projects

Annual Amortization	Fees	Projects
0.00		

Principal \* 0.00

Interest \* 0.00

GRT 0.00

Current LCE (as of date of this report) \*

LCE Position \* Select LCE Position

Total Amount Released (Availment as of date) \* 0.00

Cumulative Payment

## ANNUAL AMORTIZATION TAB

**Annual Amortization** Fees Projects

**Annual Amortization**

Principal \* 0.00

Interest \* 0.00

GRT 0.00

Current LCE (as of date of this report) \*

LCE Position \* Select LCE Position

Total Amount Released (Availment as of date) \* 0.00

**Cumulative Payment**

Principal \* 0.00

Interest \* 0.00

GRT 0.00

Remaining Unreleased Balance to Date 0.00

Outstanding Loan After Principal Payments 0.00

Default \* No

### Annual Amortization

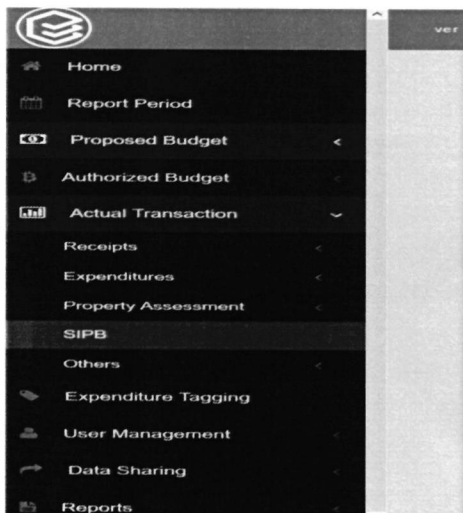
1. Enter Principal\*.
2. Enter Interest\*.
3. Enter GRT.
4. Enter Current LCE (as of date of this report)\*.
5. Select LCE Position\*.
6. Enter Total Amount Released (Availment as of Date)\*

### Cumulative Payment

1. Enter Principal\*.
2. Enter Interest\*.
3. Enter GRT.
4. If Default\* is YES. Follow steps 5-12.
5. Enter COA Audit Report No\*.
6. Select Date Related\*.
7. Enter Accountant Name\*.
8. Enter Treasurer Name\*.
9. Enter Reason for Discounting Payment\*.

### Arrears

10. Enter Principal.
11. Enter Interest\*.
12. Enter GRT.
13. If Default is NO, steps 5-12 should be disabled.



Date Related	MM/dd/yyyy
Accountant Name	
Treasurer Name	
Reason for Discounting Payment	
Arrears	
Principal	0.00
Interest	0.00
GRT	0.00
Sinking Funds	
Deposit to bond sinking fund for the year	0.00
Sinking fund balance to date	0.00
Current Annual Budget *	0.00
Current Budget Allocation for Debt Service *	0.00
Date Seal of Good Financial Housekeeping is Awarded	MM/dd/yyyy

### Sinking Funds

1. Enter Deposit to bond sinking fund for the year.
2. Enter Sinking fund balance to date.
3. Enter Current Annual Budget\*.
4. Enter Current Budget Allocation for Debt Service\*.
8. Select Date Seal of Good Housekeeping is Awarded.

### FEES TAB

1. Click Fees Tab. Fees tab will be displayed.
2. Click Add (+). Row will be displayed.



**Payment Debt Details**

Period \* Select Period

Principal Loan Amount \* 59,042,803.56

Term Interest Rate \* 8.83 %

Maturity Date \* 12/09/2019

Annual Amortization **Fees** Projects

**+ Add** **Delete All**

Fee / Cost Type	Amount	Action
Select an Option		

3. Select Fee/Cost Type.
4. Enter Amount.
5. Click Add (+) to add more records.
6. Repeat steps 3-4.

### PROJECTS TAB

1. Click Projects tab. Projects tab will be displayed.
2. Click Add (+). Row will be displayed.

**Payment Debt Details**

Period \* 2019-1

Principal Loan Amount \* 30,092,682.00

Term Interest Rate \* 7.00 %

Maturity Date \* 11/29/2022

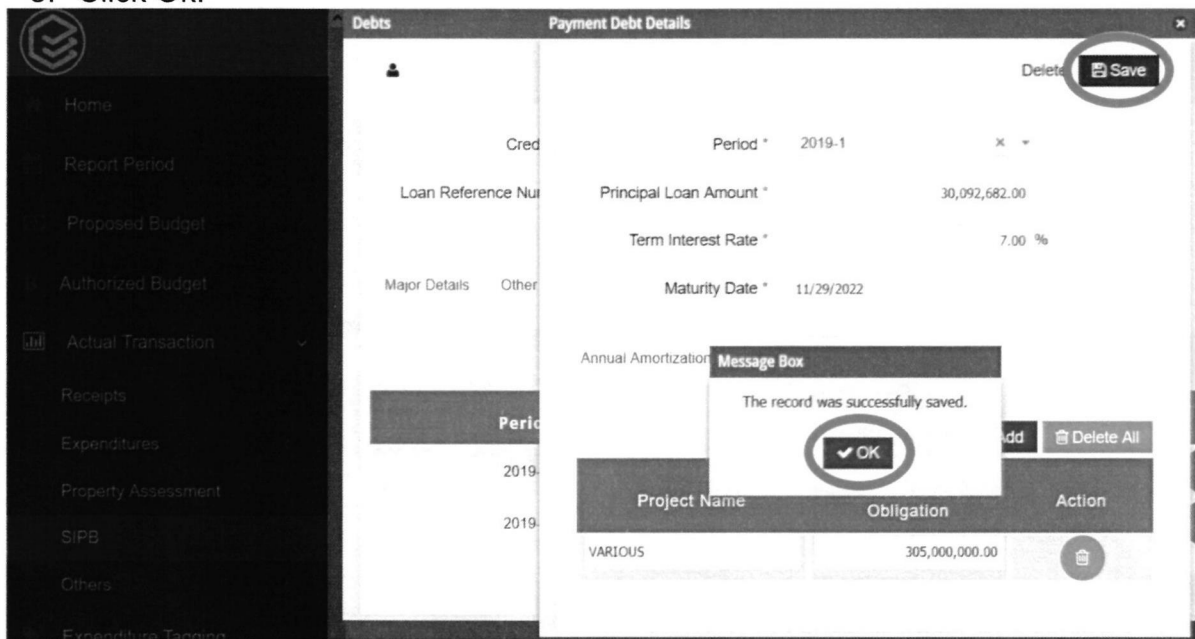
Annual Amortization Fees **Projects**

**+ Add** **Delete All**

Project Name	Amount of Obligation	Action

3. Select Project Name.
4. Enter Amount of Obligation.
5. Click Add (+) to add more records.
6. Repeat steps 3-4.
7. Click Save. *Message Box* will be displayed.

8. Click Ok.

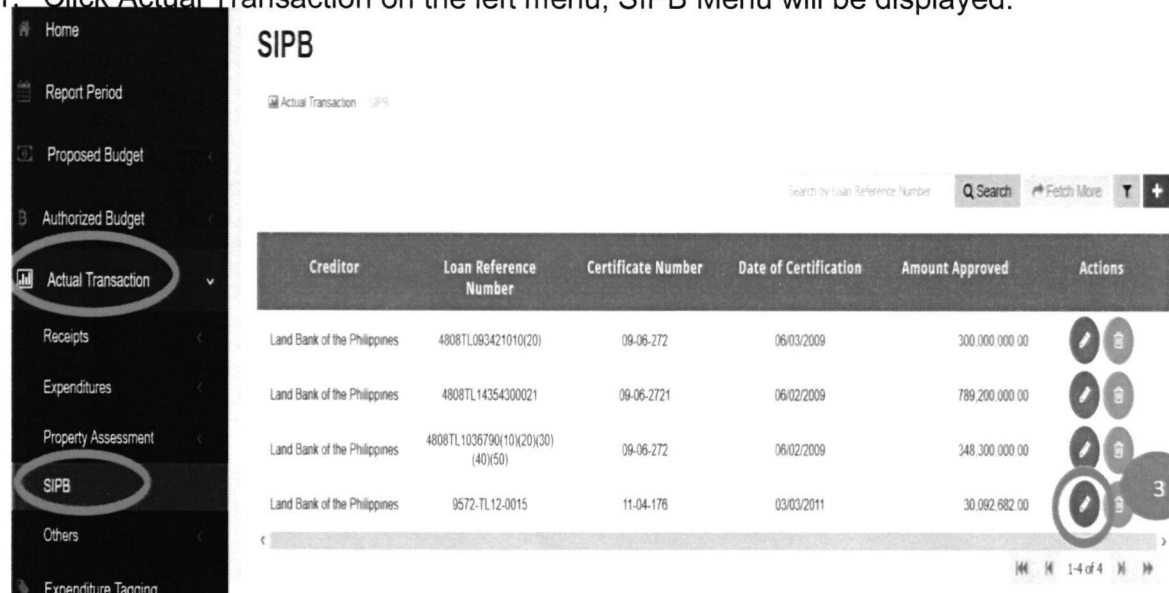


#### a. ENCODING OF SUCCEEDING QUARTER SIPB REPORTS

Assuming that the Local Treasurer has already encoded the Reporting Period for the 1<sup>st</sup> Quarter, the next step is to proceed with encoding.

For: 2<sup>nd</sup> Quarter for the second reporting period  
 3<sup>rd</sup> Quarter for the third reporting period  
 4<sup>th</sup> Quarter for the fourth reporting period

1. Click Actual Transaction on the left menu, SIPB Menu will be displayed.



2. Click SIPB on the sub-menu. SIPB page will be displayed.

3. Click Edit (Pencil Icon) on the latest quarter previously encoded (latest loan to be edited). Debt Page will be displayed.

Debts

Creditor \* Land Bank of the Philippines

Loan Reference Number 9572-TL12-0015

Major Details Other Details **Payment Debt Details**

+ Add

Period	Remaining Balance	Action
2019-1	0.00	

1 of 1

4. Click Payment Debt Detail on the sub-menu.
5. Click Add (+) Record. Payment Debt Details window will be displayed.

Debts

**Payment Debt Details**

Creditor \*

Loan Reference Number \*

Major Details Other Details

Period \*

Principal Loan Amount \*

Term Interest Rate \*

Maturity Date \*

Annual Amortization Fees

Principal \*

Interest \*

GRT

Current LCE (as of date of this report) \*

LCE Position \* Select LCE Position

Total Amount Released (Availment as of date) \*

6. Select the Period.(2019-2)

7. Encode the field with asterisk (\*) sign which is required.

8. Click Save. Message Box will be displayed.

9. Click OK.

10. Click X to close.

**Depts** **Payment Debt Details**

Period \* 2019-2

Principal Loan Amount \* 30,092,682.00

Term Interest Rate \* 5.00 %

Maturity Date \* 11/29/2022

Annual Amortization \$5.48

Interest \* 1,125,497.01

GRT 0.00

Current LCE (as of date of this report) \* Dominic B. Valera

LCE Position \* Mayor

**Message Box**  
The record was successfully saved.  
OK

Delete Save

11. The encoded Period and Remaining Balance is displayed in the Depts sub-module.

12. Click X to close.

**Depts**

Creditor \* Land Bank of the Philippines

Loan Reference Number \* 9572-TL12-0015

Major Details Other Details Payment Debt Details

+ Add

Period	Remaining Balance	Action
2019-1	0.00	
2019-2	0.00	

1-2 of 2