



Republic of the Philippines  
DEPARTMENT OF FINANCE  
**BUREAU OF LOCAL GOVERNMENT FINANCE**  
8<sup>th</sup> Floor EDPC Building, BSP Complex, Roxas Boulevard, 1004 Manila  
www.blgf.gov.ph | blgf@blgf.gov.ph | +63 2 8527 2780 / 8527 2790

**MEMORANDUM**

TO : **All BLGF Central and Regional Directors; All Local Treasurers and Assistant Treasurers; and Others Concerned**

FROM : **MA. PAMELA P. QUIZON**  
Acting Deputy Executive Director

SUBJECT : **Advisory on the Submission of the Original Files of LGU Applications for the Issuance of the Certification of Net Debt Service Ceiling and Borrowing Capacity**

DATE : **01 MAR 2022**

This Memorandum is issued to advise all concerned of the Bureau's compliance requirements under the BLGF MC No. 007.2020 dated 23 March 2020 on the processing and issuance of the Certification of Net Debt Service Ceiling and Borrowing Capacity (CNDSC/BC) for local government units (LGUs) during the nationwide state of calamity due to Coronavirus Disease 2019 (Covid-19), quoted hereunder:

*"The final action and/or signed CNDSC/BC shall be released and transmitted to the LGU, LI and RO by the **BLGF Central Records** only, via **records@blgf.gov.ph**. Moreover, the original files of the final action on LGU applications shall be mailed upon resumption of normal office operations of the BLGF CO."*

Consequently, and in addition to the submission of online electronic portable document format (PDF), all LGUs requesting for the certification shall also submit the original and hard copy of their application and supporting documentary requirements to the concerned BLGF Regional Office (RO).

Related thereto, the BLGF RO focal person assigned to evaluate the documentary requirements and to compute preliminarily the NDSC/BC shall ensure the submission of the original and hard copies of LGU applications, together with the supporting documents, for office records purposes. Accordingly, all LGU applications received by this Bureau from 31 March 2020 to 31 December 2021 shall be mailed to the BLGF Central Office Records, as soon as the same have been compiled with.

All BLGF Central and Regional Directors are hereby instructed to immediately and widely disseminate this Memorandum to all concerned within their respective jurisdictions, and to provide the necessary technical assistance to the concerned LGUs for the purpose.

Please be guided accordingly.