



**BLGF MEMORANDUM CIRCULAR NO. 007.2024**

June 3, 2024

**TO : All BLGF Central and Regional Directors; Provincial, City and Municipal Treasurers; and Others Concerned**

**SUBJECT : Change Request Forms for the 2024 SGLG Assessment**

This Memorandum Circular is issued to inform all concerned that this Bureau has already provided to the Department of the Interior and Local Government (DILG) the pertinent indicators for the 2024 Seal of Good Local Governance (SGLG) which are now available to this Bureau's official website at <https://blgf.gov.ph/2024sglg>, to wit:

Indicator	Area
Compliance with the Timely Submission of the LGU Integrated Financial Tools (LIFT) System Reports, Q4 2023	Financial Administration and Sustainability
Average Local Revenue Collection Growth Rate for FYs 2021-2023	Financial Administration and Sustainability
Disbursement Rate of the 20% Component of the National Tax Allotment (NTA) for Local Development Projects (LDP)	Financial Administration and Sustainability
Disbursement Rate of the Local Disaster and Management Fund (LDRRMF) – 70% Disaster Preparedness and Mitigation component	Disaster Preparedness
Disbursement Rate of the Special Education Fund (SEF) for Education, Culture, & Sports/Manpower Development Expenditures	Sustainable Education

In this connection, all requests relative to the results of the above indicators, especially in cases of data discrepancy, shall be submitted to the DILG, through the Regional Assessment Team (RAT), following the process below:

1. The RAT will verify the Local Fiscal Indicators from the Statement of Receipts and Expenditures (SRE) data of the Local Government Unit (LGU). In case of data discrepancy, the Change Request Form (CRF) must be accomplished, which will be submitted by the RAT to the DILG – Bureau of Local Government Supervision (BLGS), through the concerned DILG Regional Office.
2. The DILG-BLGS will provide the consolidated CRF to the BLGF Central Office (CO) based on the forms as provided under "Annex A" hereof, as follows:
  - a. **Form No. 1a: Adjustment of Reports for Average Local Revenue Growth; and Form No. 1b: Justification on the Result of Average Local Revenue Growth**
  - b. **Form No. 2a: Adjustment of Reports on the 20% NTA Disbursement for LDP; and Form No. 2b: Justification on the Result of 20% NTA Disbursement for LDP**
  - c. **Form No. 3a: Adjustment of Reports on the 70% LDRRMF Disbursement; and Form No. 3b: Justification on the Result of 70% LDRRMF Disbursement**
  - d. **Form No. 4a: Adjustment of Reports on the SEF Disbursement; and Form No. 4b: Justification on the Result of SEF Disbursement**

3. The BLGF CO shall evaluate the submitted CRFs and provide the result to DILG-BLGS. Only requests received by the BLGF CO from DILG-BLGS until June 21, 2024, shall be considered for evaluation. Requests submitted after June 21, 2024 will be ratified to automatic disapproval.
4. The DILG-BLGS will inform the concerned LGU on the result of the request. No subsequent request for data adjustment shall be accommodated once decision has been made.

All BLGF Central and Regional Directors are hereby directed to immediately disseminate this Memorandum Circular to all concerned.

Be guided accordingly.



  
**CONSOLACION Q. AGCAOILI**  
Executive Director