



REGIONAL MEMORANDUM CIRCULAR NO. 013-2024
April 15, 2024

TO : All Provincial/City/Municipal Treasurers and Assessors, and their Assistants; and Other Concerned This Region

SUBJECT : Proper Submission of Financial Reports

In the exigency of the service and for the information and guidance of all concerned, attached herewith is a copy of BLGF Memorandum Circular (MC) No. 004.2024 dated February 19, 2024, signed by Executive Director Consolacion Q. Agcaoili of this Bureau, relative to the proper submission of financial reports. The said Circular enjoins provinces, cities and municipalities to discontinue the submission to the BLGF Central and Regional Office of the physical and electronic copies of the following reports since they are included in the Local Integrated Financial Tools (LIFT) System:

- a. Statement of Receipt Sources (SRS);
- b. Statement of Expenditures (SOE);
- c. Statement of Receipts and Expenditures (SRE);
- d. Statement of Financial Operations and Economic Enterprises (SFOEE);
- e. Statement of Indebtedness, Payments, and Balances (SIPB);
- f. Report on Real Property Tax (RPT) Collections;
- g. Report on RPT Collections by Property Classification;
- h. Report on Idle Land Tax Collections;
- i. Report on Collections of Business Taxes, Fees and Charges, and Economic Enterprises;
- j. Records of General Collections;
- k. Records of Prior Year Accounts Payable Payments;
- l. Records of Debt Service;
- m. Comparative Statement of Collections;
- n. Advance Payments and Summary of Transfer Tax Collections;
- o. Remittances on Trust Liability Collections due to the National Government Agencies, Government-Owned and Controlled Corporations (GOCCs), and Other LGUs; and
- p. Report on Real Property Assessments.

In this regard, all provincial, city and municipal treasurers and assessors, and their assistants are hereby enjoined to comply with the aforesaid Memorandum Circular. Likewise, All Provincial Treasurers and Assessors are hereby directed to disseminate the herein Circular to all Municipal Treasurers and Assessors, and their assistants within their respective jurisdiction, and others concerned for their guidance and strict compliance.

Please be guided accordingly.


ATTY. WILBERT P. TAÑECA
Acting Regional Director