



Republic of the Philippines
DEPARTMENT OF FINANCE
BUREAU OF LOCAL GOVERNMENT FINANCE
MIMAROPA Region
3rd Floor, MB Building, Gulod Labak, 4200, Batangas City, Batangas
blgf.gov.ph | r4b@blgf.gov.ph



REGIONAL MEMORANDUM CIRCULAR NO. 001-2024
12 January 2024

TO : All Provincial/City/Municipal Treasurers and Assistant Treasurers; and Other Concerned This Region

SUBJECT : Discontinuation of Microsoft 365 Subscription Issued to Provincial and Selected City Treasurers

In the exigency of the service and for the information and guidance of all concerned, attached herewith is a copy of BLGF Memorandum dated 02 January 2024, signed by the Executive Director Consolacion Q. Agcaoili, this Bureau relative to the abovementioned subject.

Furthermore, the use of the Local Government Units' email services will be used instead of the MS 365 provided by the Bureau. Any affected users are requested to download their files stored in all Microsoft 365 subscribed services (SharePoint, One Drive, Outlook, etc.) **on or before 31 January 2024**, to give ample time securing your data and make the necessary arrangement and assistance before the discontinuation of the subscription.

For further clarification or information regarding this matter, you may contact the ISMD for assistance through ismd@blgf.gov.ph.

Anent thereto, all local treasurers, their assistants and others concerned are hereby directed disseminate the information within their respective jurisdictions.

Please be guided accordingly.


MARILOU Q. CAÑETE
Acting Regional Director



Republic of the Philippines
DEPARTMENT OF FINANCE
BUREAU OF LOCAL GOVERNMENT FINANCE

8F EDPC Bldg., Bangko Sentral ng Pilipinas Complex, Roxas Blvd. cor. P. Ocampo Sr. St., 1004, Manila
blgf.gov.ph | records@blgf.gov.ph



MEMORANDUM

FOR : **All BLGF Central and Regional Officials and Employees**

FROM : **CONSOLACION Q. AGCAOILI**
Executive Director

SUBJECT : **Discontinuation of Microsoft 365 Subscription Issued to
Provincial and Selected City Treasurers**

DATE : 02 January 2024

This is to inform all concerned that the Bureau of Local Government Finance (BLGF) will discontinue the Microsoft 365 (MS 365) subscription for Provincial Treasurers and selected City Treasurers.

The BLGF through its Information Systems Management Division (ISMD) has observed consistently that most of the Provincial Treasurers and selected City Treasurers preferred to utilize their respective Local Government Units' email services instead of the MS 365 provided by this Bureau, for their communication needs.

Further, the decision to discontinue the subscription aligns with our strategic approach to resource allocation and ensuring that funds are directed towards initiatives that more effectively serve our collective objectives.

To ensure a smooth transition, users affected by this decision are requested to download their files stored in all Microsoft 365 subscribed services (SharePoint, OneDrive, Outlook, etc.) on or before January 31, 2024, to allow ample opportunity to secure their data and make necessary arrangements before the discontinuation of the subscription.

For further clarification or information regarding this matter, please contact the ISMD for assistance through ismd@blgf.gov.ph.

Immediate dissemination of this Memorandum is enjoined.



Consolacion Q. Agcaoili
G. Q. AGCAOILI