



MEMORANDUM CIRCULAR 04

Series of 2024

Subject : **GUIDELINES ON THE UTILIZATION OF PROJECT MANAGEMENT FUND UNDER SPLIT PROJECT**

I. Rationale

The SPLIT Project is currently operating using the continuing fund from the CY2023 General and Unprogrammed Appropriations, considering that the Project's CY2024 National Expenditure Program (NEP) budget was again classified as Unprogrammed Appropriations.

In the Letter dated 12 February 2024 from the Department of Budget and Management (DBM), it has been disclosed that the release of funds for the Project's LP component may only be facilitated once the extension of the implementation period has been approved. It was also stated that pursuant to Special Provision No. 1 of the Unprogrammed Fund under the FY 2024 GAA, the Project's GOP counterpart can only be released upon the existence of new and/or excess revenue collections, which is yet to be determined as of the date of the DBM's Letter.

To ensure continuity in the Project's implementation pending the approval of the extension of the Project, the management has decided to fully utilize the continuing fund, including the Project Management Fund, to maintain and facilitate the smooth and unimpeded operations of the Project. Hence, this issuance.

II. Purpose

These Guidelines shall rationalize and implement reasonable limits on Project Management costs of the Regional and Provincial Project Management Offices (R/PPMOs) nationwide, including the costs for the e-Title distribution.

Above costs shall be initially charged against the Loan Proceeds Fund of the Project until the GOP counterpart from CY2024 budget becomes available.

These Guidelines will also give more flexibility to the RPMOs on the management of Operating Costs under the Project Management component.

III. Coverage

These Guidelines shall cover the seventy-nine (79) Provincial and Fifteen (15) Regional Project Management Offices under Project SPLIT.

IV. General Guidelines

As discussed during the 20 March 2024 meeting with the Regional Directors and other field officials, the annual amount of Project Management Operating Costs, subject to availability of funds, shall be downloaded quarterly to the field offices as follows:

LAD Classification	Region	Province
High	3,000,000.00	4,000,000.00
Medium	2,000,000.00	3,000,000.00
Small	1,000,000.00	2,000,000.00

The LAD classifications of the respective Regional and Provincial Offices shall be determined and recommended by the Director of the Bureau of Land Tenure Improvement (BLTI) and the concurrent Deputy National Project Director for Operations.

V. Specific Guidelines

Availment of Fund

The concerned Regional Project Management Offices, based on the above LAD classifications, shall submit the matrices of their fund requirements for their respective Regional and Provincial Offices, indicating the required Object of Expenditures presented on a quarterly basis.

This shall be lifted from the Work and Financial Plan of the concerned field offices under the Project Management – Operational Cost to Support Project Office.

Project Management

Object of Expenditures	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total
(a)	(b)	(c)	(d)	(e)	(f)=(a)+(b)+(c)+(d)
Travelling Exp.					
Representation					
...					
Total					

Considering the earlier downloaded PM funds for the first quarter, the requirements of the first quarter shall be adjusted by the RPMOs and will be reflected in the second quarter release.

Project Management

Object of Expenditures	1 st Qtr Requirements	Already released	Additional 1 st Qtr	2 nd Qtr Requirements	Total Amt. for release
(a)	(b)	(c)	(d)=(b)- (c)	(e)	(f)=(d)+(e)
Travelling Exp.					
Representation					
...					
Total					

Downloading of Fund

The Project Management Fund shall be downloaded directly to the Regional Offices, and basing on their agreements, arrangements, and policies, a further Sub-ARO shall be issued to the Provincial Offices.

This shall be clearly indicated in the matrices submitted for the guidance of Project SPLIT Finance in the issuance of Sub-ARO and the release of cash allocations.

Utilization/Disbursement of Fund

The utilization of funds of the concerned Regional/Provincial Project Management Offices shall be in accordance with the Work and Financial Plan under the Project Management – Operational Cost to Support Project Office.

This Operational Cost to Support Project Office shall include the e-Title/CLOA distribution activities of the Regions and Provinces.

Liquidation of Downloaded Fund

Submission of Liquidation or Statement of Expenditures (SOE) shall be done monthly.

The respective R/PPMOs who received the cash allocation directly from the SPLIT CPMO shall be responsible for liquidating regardless of the cash being transferred to other operating units.

For reference and immediate compliance.

April 12, 2024, Diliman, Quezon City



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