



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

22 October 2024

HON. ALEXANDER T. PIMENTEL
Provincial Governor
Tandag City, Surigao del Sur

Attention : **Edgar G. Perez II**
Secretary to the Sanggunian

Dear **Hon. Pimentel**:

This refers to the Review of Local Government Unit (LGU) Budgets conducted by the DBM Regional Office (RO) XIII-CARAGA as a service to the LGUs under its functional supervision.

As an essential external service provided by the DBM Regional Offices (ROs), the DBM Internal Audit Service (IAS) is currently conducting a study on its operationalization including the effectiveness and efficiency of the same. The end goal of which is to facilitate feedback for the strengthening of DBM's internal controls in its regional operation.

Considering the LGU's significant role in the local budget process and as a client of this DBM RO service, we are respectfully requesting the LGU's participation in the following activities:

Activity	Mode	Date	Target Participants
Answering the Internal Control Questionnaires	Questionnaire to be accomplished thru online or disseminated printed copy	November 11-22, 2024	Key officials and/or personnel from the LGU involved in the preparation of the Appropriation Ordinance
Focus Group Discussion (FGD)	In-Person or Remote (as may be agreed upon with the LGU)	November 25-29, 2024	

Should the Provincial Government decide to take part in this undertaking, the following are further respectfully requested:

1. The Provincial Government to accomplish the Annex A, attached, and submit the same to the DBM IAS email address: dbm-ias@dbm.gov.ph, on or before **October 29, 2024 (Tuesday)**:
 - a) To confirm participation; and
 - b) To submit names of proposed participants.
2. The Provincial Government to designate a focal person with the following responsibilities:
 - a) Act as primary contact person of the DBM IAS;
 - b) Assist in the dissemination of questionnaires, and the monitoring and gathering of the same;
 - c) Clarify concerns that the DBM Team may have; and
 - d) Assist in the scheduling and logistics arrangements for the conduct of the in-person FGD, as applicable.
3. The Participants to allot 2 (two) to 4 (four) hours for the FGD, and actively participate in the activities.

The following DBM IAS personnel will further coordinate with the Provincial Government to finalize the venue and list of participants for the abovementioned activities.

Name	Email Address	Telephone No.	Viber No.
Chatty May Palmisa	cpalmisa@dbm.gov.ph	8735-3300	09954647128
Jaiprely Precious Pagapong	jpagapong@dbm.gov.ph	local 3223	09053904260

Should the LGU have any queries and clarifications, the same personnel may be contacted.

Rest assured that all the records and information gathered by DBM IAS will only be utilized exclusively for the above-stated purpose, and utmost confidentiality will be maintained throughout the activity.

Thank you and best regards.

Very truly yours,

Assistant Secretary Clarito D. Magsino
Supervising Senior Official of DBM IAS

cc: Regional Director Maria Fe D. Jagna, DBM RO XIII-CARAGA
Mr. Paul A. Abarca, Chief Budget and Management Specialist, DBM RO XIII-CARAGA
Mr. Geoffrey J. Abendaño, Senior Budget and Management Specialist, DBM RO XIII-CARAGA
Mr. Jose Gregg O. Bando, Provincial Budget Officer



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ANNEX A

1. Confirm participation in the following activities:

A. Answering the Internal Control Questionnaires - Mode: Remote - Date: November 11-22, 2024	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
B. Focus Group Discussion (FGD) - Mode: Face-to-face - Date: November 25-29, 2024	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

1.2 If **YES**:

1.2.1 Designate a focal person:

Name:	EDGAR G. PEREZ II
Position:	SP- SECRETARY
Email Address:	JOK_PEREZ@yahoo.com
Contact/Viber No.:	09153511732

1.2.2 Submit names of the proposed participants:

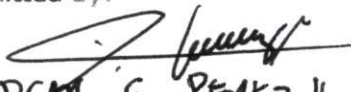
Name	Position	Email Address	Contact/Viber No.
MARCITES C. ARREZA	ASEC. to the SP	marites-arreza@yahoo.com	09687212476
ALMIRA S. GOTOSOS	AD V	almira.su@yahoo.com	09985796369
ORLANDO M. ITCHON	AA-V	ubonjo421@yahoo.com	09203032185

*Add rows as necessary

1.3 If **NO**, kindly state reason:

2. Cite remarks/comments/suggestions, if any:

Submitted by:


EDGAR G. PEREZ II
(Name and Signature of LGU official)
Date: 10/29/24