



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

12 AUG 2025

DIVISION MEMORANDUM
No. 373 s. 2025

UPDATED DBM CITIZEN'S CHARTER, 1ST EDITION CY 2025

To: OIC – Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, CID & SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is DBM RO VI Advisory dated July 25, 2025 from Maria Liane L. Gayomali, Regional Director, relative to the Updated DBM Citizen's Charter, 1st Edition, CY 2025.
2. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: None
Reference: As stated.
To be indicated in the Perpetual Index
under the following subject;

AMENDMENTS POLICY RULES AND REGULATIONS



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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM

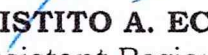
AUG 06 2025

No. 727, s. 2025

UPDATED DBM CITIZEN'S CHARTER, 1ST EDITION CY 2025

To: OIC – Asst. Regional Director
Schools Division Superintendents
Functional and Support Division Chiefs
All Others Concerned

1. Attached is DBM RO VI Advisory dated July 25, 2025 from Atty. Maria Liane L. Gayomali, Regional Director, relative to the **Updated DBM Citizen's Charter, 1st Edition, CY 2025**.
2. Immediate dissemination of this Memorandum is desired.


CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Inclosure : As stated
Reference: DBM RO VI Advisory
To be indicated in the Perpetual Index
under the following subjects:

AMENDMENTS
POLICY
RULES AND REGULATIONS

JLAS_RRE/FIN/RM – DBM Advisory
2025-432/Aug.4,2025



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DBM Regional Office VI
BY: 
DATE: JUL '20 2025

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VI

DBM RO VI ADVISORY

For : Department of Education (DepEd), Department of Health (DOH),
Technical Education and Skills Development Authority (TESDA),
Department of Public Works and Highways (DPWH), State
Universities, and Commission on Higher Education (CHED), in
Region VI and Negros Occidental

Subject : **UPDATED DBM CITIZEN'S CHARTER, 1ST EDITION, CY
2025**

Date : 25 July 2025

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- 1.0 Consistent with Republic Act No. 11032¹ and in furtherance of the State policy to promote integrity and accountability in government service, foster proper management of public affairs and public property, establish effective practices aimed at the efficient turnaround in the delivery of government services, and the prevention of graft and corruption in government, agencies are hereby informed and referred to the recent updates and revision of the DBM Citizen's Charter.

The DBM Charter can be accessed on the Official Website of the DBM or by clicking the hyperlink below:

[\[FINAL\] Updated DBM Charter, 1st Edition, CY 2025 revchart.pdf](#)

- 2.0 Moreover, agencies are enjoined to observe the standardized templates for the following documentary requirements when submitting requests to this Office:
- 2.1 Certification under Release of Funds for Trust Receipts for the Payment of BAC Honoraria;
- 2.2 Special Budget Request (SBR) under Release of Funds for Additional Notice of Cash Allocation for Accounts Payable;

¹ Ease of Doing Business and Efficient Government Service Delivery Act of 2018

- 2.3 Plantilla Allocation List (PAL) on Staffing Modification Request/s on Creation, Reclassification, Conversion, Upgrading of Positions and Other Staffing Modification Actions; and
- 2.4 List of Personnel Availing Monetization of Leave Credits (LPAMLC) of National Government Agencies (NGAs) / State Universities and Colleges (SUCs).

The same can be accessed by clicking the hyperlink below:

[DBM Charter - Standardized Templates](#)

- 3.0 For information and guidance. Thank you.


MARIA LIANE L. GAYOMALI
Regional Director