

BUREAU OF THE TREASURY FUNCTIONAL STATEMENTS

1. ACCOUNTING SERVICE (AS)

- Direct and supervise accounting for all receipts and disbursements of the National Government (NG) which include national collections and budgetary expenditures, foreign and domestic obligations, including backpay and emergency currency notes;
- Compute guarantee fees and interest on advances and the preparation of billings/collection statements;
- Prepare billing collection letters regarding NC receivables;
- Maintain subsidiary ledger of NG accounts;
- Account all receipts and disbursements of the Bureau- Agency Proper which includes trust receipts, service income, and fund disbursements for the Bureau operations;
- Prepare financial statements/reports for submission to proper authorities.

A. NATIONAL CASH ACCOUNTING DIVISION (NCAD)

- Account for all receipts and disbursements of funds of the National Government (NG);
- Validate remittances of national collections made by the National Government Agencies (NGAs) and issues certifications and/or confirmations of deposited collections to support NGAs' request for the issuance of the Notice of Cash Allocation/Special Allotment Release Order to the Department of Budget and Management (DBM);
- Prepare Notice of Fund Availability on proceeds of foreign grants/donations upon receipt of credit advice from the depository banks for issuance to the DBM and implementing agencies;
- Prepare financial statements and reports in accordance with the generally accepted accounting standards/principles.

B. BANK RECONCILIATION AND ANALYSIS DIVISION (BRAD)

- Ensure that all transactions that have gone through TOP Bank Accounts have been recognized in the appropriate accounting records;
- Analyze and identifies accounting and bank errors by providing explanations of the differences between the cash accounting record's cash balances and the bank balances as shown in TOP bank statements;
- Ensure the reconciliation follow the appropriate accounting principles;
- Provide relevant input for accounting and policy guidelines on system implementation projects that significantly affect the operational procedures in recording transactions involving TOP bank accounts;
- Prepare monthly Bank Reconciliation Statements (BRS) of TOP Bank Accounts which shall be submitted to various stakeholders for compliance and sound decision making purposes.

C. NATIONAL GOVERNMENT DEBT ACCOUNTING DIVISION (NGDAD)

- Account for all receipts and disbursements pertaining to foreign and domestic obligations of the National Government (NG) such as treasury bills/bonds, foreign loans, global bonds, relending and Advances to GOCCs, coupon payments and all expenses related to debt;
- Prepare billing and collection letters to GOCCs regarding NG loan receivables/advances;
- Monitor and reconciles the recorded receivable from GOCCs;
- Prepare financial statements and others reports on NG debt for submission to the Commission on Audit and fiscal authorities and maintains financial records on NG debt;
- Issue certificate of withholding tax on interest in government securities.
- Coordinate with GOCCs, other government agencies and other BTr operating units regarding NG debt transactions.

D. MISCELLANEOUS ACCOUNTS ACCOUNTING DIVISION (MAAD)

- Account and prepare financial statements and reports required by fiscal authorities pertaining to Bond Sinking Fund, Securities Stabilization Fund, equities and subsidies to GOCCs, capital subscriptions and contributions to International Financial Institutions, internal revenue allotment and other allocations to LGUs, Comprehensive Agrarian Reform Program Fund, assets

transferred to NG, dividends, guarantee fees, foreign exchange risk cover fees, NG share from PAGCOR and MIAA income, PMO and PCGG remittances from sale of transferred and sequestered assets, escrow accounts and managed funds, other miscellaneous income and receipts;

- Issue bills and collects guarantee fee due from GOCCs on foreign and domestic loans guaranteed by the NG;
- Process the release of subsidy and equity to GOCCs and allocations to LGUs;
- Offset from the budgetary support to GOCCs their outstanding obligations to NG;
- Issue Order of Payment for remittances of various NGAs and GOCCs through the BTr Cashier.

E. BUREAU ACCOUNTING DIVISION (BAD)

- Account for all receipts and income of the Bureau of the Treasury – Agency Proper which include Trust Receipts, Service Income such as Escheat of Unclaimed Bank Balances, RoSS Subscription Fees, Rent Income and other receipts;
- Account for Notice of Cash Allocation releases from DBM and Notice of Transfer Allocation to Regional Treasury Offices;
- Account for all MDS disbursements for Budgetary transactions thru Checks and LDDAP-ADA;
- Certify as to the availability of funds with respects to contracts/purchase orders and claims for payments;
- Withhold and remit compensation taxes from employees' earnings and business taxes from government money payments thru Tax Remittance Advice. Issues withholding tax certificates to suppliers;
- Prepare and consolidate monthly, quarterly and annual financial accountability reports, financial statements and other reports;
- Monitor and prepare billing of RoSS fees;
- Reconcile inventory and fixed asset accounts;
- Monitor cash advances and liquidation reports of accountable officers and employees.

F. BUREAU BUDGET DIVISION (BBD)

- Prepare the Bureau's annual budget and financial plans in accordance with the Department of Budget and Management (DBM) budgetary guidelines and policies;
- Prepare the Budget Preparation (BP) Forms and Documents in accordance with the Budget Call issued by DBM and in compliance with the Online Submission of Budget Proposal (OSBP) System and Unified Account Codes Structures (UACS);
- Implement the Approved Current Year Budget in accordance with DBM policies, Government Accounting Manual (GAM) and Unified Account Codes Structure (UACS);
- Prepare Special Budget under the Unprogrammed Funds;
- Plan and develop method and procedures for an effective budget and control; initiates improvements and techniques for efficient budget execution and review process in accordance with budgetary policies;
- Prepare and issue Sub-Allotment Advice (SAA) to Regional Offices (ROs) and the corresponding Notice of Transfer Allocation (NTA) to be credited to authorized Bank through RO's MDS Account pursuant to DBM-NBC No. 488 dated May 22, 2013 entitled "Fund Transfers to Operating Units";
- Prepare periodic Budget and Financial Accountability Reports such as Statement of Appropriation, Allotments, Obligations, Disbursements and Balances (SAAODB) and among others;
- Prepare request for issuance of additional Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA);
- Prepare and consolidate requirements for Performance Based Bonus.

2. ADMINISTRATIVE SERVICE

- Manage the maintenance of the building and its facilities, conduct of general housekeeping, and implementation of security for the safety of its employees and other stakeholders;
- Procure supplies and properties indispensable for the performance of the Bureau and its unit's duties and responsibilities;
- Administer the Bureau's personnel management programs, like recruitment, selection and promotion, training, and capacity building;

- Oversee the implementation of a systematic approach of communication within the Bureau, between itself and its stakeholders; and
- Maintain convenient health facilities to cater the health and wellness needs of its officials and employees.

A. HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)

- Develop and administer personnel programs relating to recruitment, selection, placement, training, and well-being of personnel;
- Take action on all matters related to attendance. Leaves of absence, appointments, promotions, transfers, separations, retirements, and other personnel matters, including the discipline of personnel, in coordination with other officials concerned; and takes charge of safekeeping and maintenance of personnel records and related documents;
- Competency Development

Take action to address competency gaps and implements it in form of any of the following, as applicable:

1. Formal trainings and workshops;
2. Educational scholarships;
3. Coaching and mentoring;
4. On-site study and exposure trainings;
5. Self-study and study groups;
6. Job rotation; and
7. Brown bag and echo sessions.

B. PROPERTY AND SUPPLIES MANAGEMENT DIVISION (PSMD)

- Execute systematic procurement and property management program in the Bureau by carrying out and putting into effect established policies on procurement, allocation, and utilization of resources;
- Provide management with support in the formulation of programs related to procurement and property and supplies management and recommends changes or modifications on existing procedures and practices when deemed necessary.

C. COMMUNICATIONS AND RECORDS MANAGEMENT DIVISION (CRMD)

- Assure prompt and on time delivery and pick-up of correspondences within and outside the Bureau;
- Maintains a systematic filing and retrieval of records and correspondences, in coordination with the National Archives of the Philippines (NAP) and other

government and private entities mandated to ensure proper recording, storage, and disposal of public records;

- Perform disposal of retireable records and documents in coordination with NAP and Commission on Audit's (COA) representative, pursuant to pertinent rules and regulations;
- Retain electronic copies of disposed records and correspondences for future reference and retrieval of the Bureau and other stakeholders.

D. FACILITIES AND MAINTENANCE DIVISION (FMD)

- Operate, manage, and provide service to the Bureau's building structure, facilities, and equipment;
- Administer and maintain BTr's service vehicles. FMD also manage the transportation services to all officials and employees;
- Formulate, implement, and enforce adequate security measures for the safety and security of BTr personnel and visitors, including the preservation and protection of facilities, equipment, and properties of the Bureau.

E. MEDICAL AND DENTAL CLINIC

- Provide primary, holistic and quality Medical and Dental care services, catering the continuous needs of BTr employees and officials on health and wellness. The Medical and Dental clinic serves as a convenient health facility for employees, dependent and officials sans the need to acquire costly health services from other provider.

3. ASSET MANAGEMENT SERVICE (AMS)

- Ensure the availability of funds to finance National Government's (NG) budgetary requirements;
- Maximize the earnings of NG's fund through timely and effective investment of idle cash balances in high yielding deposits;
- Administer and manage effectively the special purpose funds, namely: the Bond Sinking Fund (BSF), the Securities Stabilization Fund (SSF) and the Special Guaranty Fund (SGF);
- Implement the policy of zero cash balance in the Treasury Vault by depositing all collections during the day to Authorized Government Depository Bank/s (AGDBs);

- Determine the correctness of interest credited by AGDBs to TOP's account.

A. RECEIPTS, INVESTMENT AND DISBURSEMENT DIVISION (RID)

- Maintain the cash flow statement or the cash resources of the government;
- Forecast cash inflows and outflows to determine periods where outflows are greater than inflows, or periods where extra funds are needed;
- Act as the custodian of the National Government's cash balance;
- Transfer loan proceeds and grants to implementing agencies accounts to carry out government projects and programs;
- Ensure that payments for foreign and domestic loans are funded;
- Replenish seed fund account for MDS negotiated checks/Advice to Debit Account (ADA);
- Monitor special-purpose funds such as Bond Sinking Fund (BSF), Securities Stabilization Fund (SSF), Escrowed Funds and other managed funds;
- Monitor the revenue collections of BIR and BOC and other collecting agencies to determine availability of cash and to ensure that BIR and BOC collections are reported by banks and other agencies tally with the actual remitted amount;
- Send billing letter to AABs and AGDBs for late/non-remittance of collections;
- Transfer contribution to sinking fund and prepares other fund transfer per recommendation from NCAD and other units of BTr.

B. FUNDS VALIDATION DIVISION (FVD)

- Prepare Obligation Request and Status (ORS) for payment of transaction fees upon receipt of billings from the Authorized Agent Banks (AABs);
- Request from Bureau of Internal Revenue (BIR) and Bureau of Customs (BOC) to validate the number of transactions served by AABs;
- Issue certification of deposits/available of the Express Lane Charges of the Bureau of Immigration (BID) pursuant to the Special Provision on Express Lane Charges under the General Appropriations Act, FY 2016;
- Validate deposited national collections – Authorized Government Depository Banks (AGDBs) reports with BTr Regional Offices (ROs) by: 1) Match the

report on deposited national collections coming from the AGDBs and thirteen (13) Btr ROs as to amount and value date 2) Verify the differences noted in two reports 3) Notify the BTr RO on unmatched items and other discrepancies on either or both reports.

C. FUND TRANSFER DIVISION (FTD)

- Provide processing, documentation, confirmation, and settlement of government obligations on due date before the bank's cut-off-time;
- Provide back office support for the AMS and Liability Management Services (LMS) of the BTr through the preparation of: (a) letters-authority, (b) payment instructions, and (c) PhilPass entries on a daily basis covering payment of both domestic and external loans; replenishment of paid MDS checks; contribution to sinking fund; servicing of placements and roll-overs of time deposits; and transfer of funds to various counterparties;
- Process transfer of government securities to counterparties through the Registry Direct and Electronic Clearing System of PDEX;
- Process Backpay Claims/Issues Acknowledgment Certificates of Indebtedness under RA Nos. 304, 897 and 369; Prepares Disbursement Vouchers covering budgetary support to government owned and controlled corporations (GOCCS), government financial institutions (GFIs), and Local Government Units (LGUs).

D. CASH AND CUSTODIAL DIVISION (CCD)

- Collect and issue official receipts to National Government Agencies (NGAs), Government Owned and Controlled Corporation (GOCCs) and other agencies' remittances pertaining to payment of advances, guarantee fees, dividends and other collections mandated by law to be remitted directly to BTr;
- Deposit daily collections received thru over-the-counter before the cut-off time to Bangko Sentral ng Pilipinas or any authorized depository banks;
- Administer the receipt and custody of financial assets (certificate of land title, stock certificate, government securities, and other NG valuables) for National Government ownership and safekeeping;
- Issue MDS checks for BTr disbursements and operations and LDDAP-ADA for BTr internal transactions and for equity/subsidy support to NG Agencies and GOCCs;
- Handle cash advance and petty cash fund for internal disbursement and immediate liquidation upon reaching 75% expense;
- Issue certification on various contributions of BTr personnel.

E. FUND MANAGEMENT DIVISION (FMD)

- Formulate strategies in order to meet the investment objectives of the various funds under the BTr's custody and is responsible for investment decisions;
- Formulate and implement investment and trading strategies;
- Formulate and recommend policies on investment portfolio management;
- Generate up-to-date investment-related reports for management information;
- Manage risk inherent in investment and trading operations;
- Invest excess funds in high-yielding interest account to maximize interest income;
- Prepare investment tickets and forwards said documents to FTD for execution;
- Manage/administer the cash resources of the Bond Sinking Fund (BSF), Securities Stabilization Fund (SSF), and the Special Guaranty Fund (SGF);
- Prepare daily/monthly/annual schedule of assets and liabilities of BSF/SSF/SGF by sinking fund (SF) by taking into consideration the annual contribution to SF and investments;
- Invest excess cash of BSF, SSF and SGF in higher yielding deposits;
- Execute other task related to the efficient management of the BTr's funds under investment.

F. RISK MANAGEMENT DIVISION

- Ensure that market exposures of the Asset Management Service are properly identified and analyzed;
- Adopt appropriate risk control measures to quantify and monitor the financial and operations risks of the AMS;
- Manage the market exposures of AMS by applying appropriate risk treatment to minimize potential negative impact of an uncertain event happening;
- Recommend risk budget and implements policies that will govern the AMS and ensure that the best risk management practices are being followed at all times.

4. LEGAL SERVICE (LS)

- Manage the legal affairs of the Bureau of the Treasury;
- Provide legal documentation and advisory on the legality, validity and enforceability of all contracts, agreements and other legal documents entered into or executed by the Bureau of the Treasury;
- Provide legal representation and recommend action on all pleadings, position papers and other legal documents of the Bureau of the Treasury for submission with judicial, quasi-judicial, legislative and administrative bodies;
- Provide legal advisory in the formulation/documentation of policies and procedures in (i) liability management, (ii) capital market development, (iii) cash/asset management, (iv) risk management, (v) compliance, and (vi) office administration;
- Conduct legal investigation and recommend action on all reports and other legal documents pertaining to personnel matters, procurement, internal control/compliance, and the like;
- Provide legal representation for the Bureau of the Treasury, its officers and employees on official business matters in all judicial, quasi-judicial, legislative, and administrative investigations, hearings, or inquiries;
- Conduct legal investigation and prosecute violation of Treasury laws, rules and regulations;
- Provide legal representation and prosecute, in coordination with the Solicitor General and deputized lawyers, the litigation of cases affecting the Bureau of the Treasury, such as, but not limited to, the Unclaimed Balances Law (Act No. 3936, as amended by P.D. No. 679), Public Bonding Law (Chapter 15, Revised Administrative Code of 1917), Property Registration Decree (P.D. No. 1529), and Civil Service and Social Security Laws, Rules and Regulations;
- Provide legal advisory on proper interpretation of Constitution, law, statute, orders, circulars, memoranda, rules and regulations affecting the Bureau of the Treasury;
- Provide legal advisory and recommend action on personnel benefit claims under social security laws;
- Liaise and coordinate on legal matters affecting the Bureau of the Treasury with government agencies, offices and instrumentalities, constitutional bodies, regulatory, and oversight agencies;
- Verify and issue personnel office clearances and certifications pertaining to pending/non-pending administrative cases;

- Evaluate, validate and verify compliance of financial transactions of operating units with applicable laws, budget, accounting and auditing rules and regulations, and office policies;
- Review and evaluate the control procedures for the purpose of ascertaining the adequacy, propriety and effectiveness of the control systems of the Bureau of the Treasury.

A. COMPLAINTS AND INVESTIGATION DIVISION (CID)
(Proposed Name: INVESTIGATION DIVISION)

- Conduct investigation and prosecution of personnel disciplinary cases pursuant to Treasury Office Orders, Civil Service Laws, Rules and Regulations, and other laws on public officers;
- Conduct fact-finding and character investigation;
- Provide legal advisory in formulation/documentation of policies and procedures in office administration relating to personnel actions, personnel discipline and social security;
- Verify and issue personnel office clearances and certifications pertaining to pending/non-pending administrative cases;
- Provide legal advisory on proper interpretation of Constitution, law, statute, orders, circulars, memoranda, rules and regulations pertaining to Civil Service and social security;
- Provide legal advisory and recommend action on personnel benefit claims under Civil Service and social security laws;
- Conduct legal investigation pertaining to procurement laws ;
- Provide legal representation and recommend action on all pleadings, position papers and other legal documents for submission with judicial, quasi-judicial, legislative and administrative bodies involving personnel disciplinary actions pursuant to Civil Service Laws, Rules and Regulations;
- Provide legal representation for the Bureau of the Treasury, its officers and employees on official business matters in all judicial, quasi-judicial, legislative, and administrative investigations, hearings, or inquiries involving Civil Service Laws, Rules and Regulations;
- Liaise and coordinate all legal matters with all government agencies, offices and instrumentalities, constitutional bodies, regulatory and oversight agencies on civil service and social security issues.

B. INTERNAL AUDIT DIVISION (IAD)
(Proposed Name: COMPLIANCE DIVISION)

- Evaluate, validate and verify compliance of financial transactions with applicable accounting, auditing and budgetary laws, rules and regulations, and office policies;
- Evaluate, validate and verify compliance of administration and management action with applicable laws, rules and regulations, and office policies;
- Review and evaluate the control procedures for the purpose of ascertaining the adequacy, propriety and effectiveness of the control systems of the Bureau of the Treasury.

C. LAW AND LITIGATION DIVISION (LLD)
(Proposed Name: LAW DIVISION)

- Provide legal representation and advisory on all pleadings, position papers and other legal documents of the Bureau of the Treasury for submission with judicial, quasi-judicial, legislative and administrative bodies;
- Provide legal advisory in the formulation/documentation of policies and procedures;
- Provide legal representation for the Bureau of the treasury, its officers and employees on official business matters in all judicial, quasi-judicial, and legislative investigations, hearings, or inquiries;
- Provide legal representation and prosecute, in coordination with the Solicitor General and Deputized lawyers, the litigation of cases affecting the Bureau of the Treasury, such as, but not limited to, the Unclaimed Balances Law (Act No. 3936, as amended by P.D. No. 679), Public Bonding Law (Chapter 15, Revised Administrative Code of 1917) and Property Registration Decree (P.D. No. 1529);
- Provide legal advisory on proper interpretation of Constitution, law, statute, orders, circulars, memoranda, rules and regulations;
- Liaise and coordinate all legal matters with all government agencies, offices and instrumentalities, constitutional bodies, regulatory and oversight agencies involving litigation of all other cases affecting the Bureau.

D. SECURITIES AND DOCUMENTATION DIVISION (SDD)
(Proposed Name: DOCUMENTATION DIVISION)

- Provide legal documentation and advisory on the legality, validity and enforceability of all contracts, agreements and other legal documents entered into or executed by the Bureau of the Treasury;

- Provide legal advisory on the legality and validity of claims for settlement/servicing of government securities;
- Provide legal advisory on proper interpretation of Constitution, laws, statutes, orders, circulars, memoranda, rules and regulations pertaining to public financial management and capital market development;

5. LIABILITY MANAGEMENT SERVICE

- Undertake fund-raising activities to finance central government operations;
- Engage market participants in discussions/consultations on the government's issuance programs, capital market reforms/initiatives and resolution of industry issues affecting the fixed-income market;
- Recommend appropriate debt management strategies, policies, plans and programs to effectively manage the risk exposure of NG;
- Participate in due diligence meetings, investor briefings, conferences and fora related to public debt and capital market development matters;
- Review and recommend revisions to existing circulars, regulations, memoranda, guidelines, conventions concerning public debt and government securities issuances, trading, clearing and settlement operations, as necessary;
- Collaborate with regulators, financial market participants, multilateral, international and regional organizations in both local and foreign jurisdictions in the formulation and implementation of reform measures/initiatives to promote the development of the country's capital market and ensure its competitiveness with other regional and global jurisdictions;
- Administer and maintain an up-to-date registry of government debt and holders of government securities.

A. SECURITIES ORIGINATION DIVISION (SOD)

- Secure Monetary Board opinion and approvals for Special Authority from the Office of the President (OP) for the flotation of government securities (GS);
- Implement the domestic borrowing program of NG by issuing Treasury Bills and Treasury Bonds thru auction, over-the-counter, tap facility, public offer and switch/swap;
- Evaluate financial institutions' application for eligibility to participate in the auction of government securities as Government Securities Eligible Dealers (GSEDs);

- Prepare the quarterly auction calendar and assessment report of actual GS flotations vs program;
- Provide technical assistance to the Auction Committee in the conduct of auction;
- Recommend enhancements to the auction system to support current and future market requirements;
- Review and recommend possible revisions to existing circulars, orders, memoranda and guidelines on GS issuances.

B. SCRIPLESS SECURITIES REGISTRATION DIVISION (SSRD)

- Review documents submitted by prospective Registry of Scripless Securities (RoSS) participants; conducts market briefings on RoSS rules, conventions and operations;
- Update Registry Rules and Conventions as needed;
- Register ownership and transfers of scripless government securities (GS);
- Clear and settle trades in the secondary market;
- Prepare list of coupon payees and final owners of maturing government securities;
- Prepare daily/monthly Statement of Securities Account of all Registry participants;
- Issue certification of outstanding GS holdings upon request of Registry participants;
- Maintain a complete repository of all scripless government securities issued by the government.

C. DEBT MONITORING AND ANALYSIS DIVISION (DMAD)

- Generate statistical reports for the preparation and implementation of programs, policies and promulgation of rules and regulations pertaining to the effective management and servicing of National Government's (NG) direct, guaranteed and assumed external and domestic (other than securities) debts;
- Review, evaluate, analyze, recommend and/or executes actions/measures concerning servicing of NG direct, guaranteed and assumed external and domestic (other than securities) debts;
- Control and monitor individual loan transactions;

- Evaluate and validate billing statements and recommends payments of debt service and foreign exchange risk cover claims (FXRCC);
- Collaborate with other operating units of the Bureau, agencies and government corporations on the collection of guarantee fees, foreign exchange risk cover fees and sub-loans or advances of NG to GOCCs/GFIs;
- Issue certification of compliance on borrowing ceiling under RA 4860; Maintains and updates DMFAS database;
- Generate various periodic reports/statements on external and domestic debt stocks, flows and projections, for submission to fiscal and monetary authorities, Congress and COA for planning purposes operational decisions and audit requirements;
- Maintain records/files of individual loan agreement and other pertinent documents on public debt.

D. PAYMENTS DIVISION (PD)

- Handle the servicing/redemption of domestically issued government securities;
- Settle government securities issuances;
- Prepare medium-term domestic debt service schedules;
- Prepare statement of taxes withheld on interest payments made to investors of government securities and prepares statistics/reports on domestically issued government securities.

E. CAPITAL MARKET STRATEGY AND PLANNING DIVISION (CMSPD)

- Participate in the formulation and oversees the implementation of initiatives consistent with the overall capital market development blueprint;
- Implement the government's foreign borrowing plans by issuing global bonds and securing the necessary approvals from the President and the Monetary Board;
- Facilitate the filing of a Shelf registration with the US SEC if necessary, and Conduct market consultations and targeted investor road shows;
- Provide input in the design and formulation of a debt strategy;
- Coordinate with multilateral, regional, and international organizations on capital market initiatives and reforms;

- Review new commercial sources of financing and liability management proposals in coordination with the operations group of the Bureau;
- Ensure smooth operation and execution of funding and liability management exercises conducted by the government and other GOCCs;
- Conduct studies of other jurisdictions' regulations and developments to keep the domestic capital market's efficiency and competitiveness with other regional and global jurisdictions.

F. DEBT STRATEGY AND PLANNING DIVISION (DSPD)

- Formulate the medium-term debt strategy, annual financing plans and programs, and debt policies and objectives;
- Develop strategic benchmarks, targets for portfolio risks and portfolio objectives;
- Track macroeconomic issues and their impacts on activities of the division;
- Conduct researches on macroeconomic issues, global best practices on debt management, and debt sustainability analysis on the country's debt portfolio;
- Provide financial policy analysis and recommendations on legislative proposals regarding the borrowing program;
- Assist in policy formation on matters with respect to the government's portfolio on contingent liabilities, including those arising from PPP projects and guarantees to GOCCs;
- Provide support to the Technical Working Group on Contingent Liabilities.

6. MANAGEMENT INFORMATION SYSTEM SERVICE (MISS)

- Formulates ICT policies and direction, including crafting and update of manual of operations, procedures and guidelines;
- Manage the Bureau's ICT resources, including procurement and its equitable distribution to operating units;
- Develop the Bureau's Information Systems Strategic Plan (ISSP) to serve as a blue print for the Bureau's medium and long term computerization plans and programs;
- Prepare Bureau's annual ICT budget;

- Administer, operate, and maintain the Bureau's ICT infrastructure that includes Data Center facilities, computer network and cyber security installations, and email facility;
- Administer, manage, and maintain the Bureau's databases and document management and archiving operations;
- Institute process improvement/reengineering of Bureau's business processes with enabling technologies in coordination with operating units;
- Automate manual processes of the Bureau ensuring alignment with Bureau's goals and objectives;
- Evaluate, maintain and audit all deployed applications, including the official BTr website;
- Conduct ICT training and awareness programs to end-users; and
- Provide technical support to all operating units of the Bureau whose operational requirements call for the use of computer and other ICT equipment.

A. SYSTEMS ADMINISTRATION DIVISION (SAD)

- Manage, maintain and support the data center facilities and network infrastructure of the Bureau, which includes voice and data communication network and connectivity of servers;
- Administer and maintain servers and network equipment;
- Monitor regularly the health of servers and the network, communication links, and Internet resources to ensure availability to all system users and that downtimes, if unavoidable, are reduced to minimum;
- Establish and implement IT security-related policies and procedures to include but not limited to physical and technical aspect security policies, risk assessment and management, disaster recovery and emergency, security incident response and business continuity plans;
- Manage and maintain domain users' access and privileges to Server and network resources;
- Monitor, assess and mitigate IT security issues and threats;
- Coordinate with other government entities and Banks regarding data interchange and information requirements of the Bureau;
- Assist in the preparation of the Bureau's Information Systems Strategic Plan;
- Conduct ICT training and awareness programs to end-users; and
- Provide technical support to all operating units of the Bureau whose operational requirements call for the use of server and network resources.

B. HARDWARE MAINTENANCE DIVISION (HMD)

- Formulate policies, plans, programs and standards on PC usage by keeping abreast on latest technologies and techniques in IT maintenance;
- Develop cost effective methods on PC hardware acquisition and operations;
- Prepare, configure and distribute newly acquired PCs to operating units, including regional and provincial offices;
- Provide technical support and training in troubleshooting for regional and provincial personnel through phone, SMS or email;
- Provide regular preventive maintenance of PCs, laptops and peripherals to ensure smooth operations;
- Conduct inventory and regular monitoring of movement of PCs and its peripherals, including maintenance done and replacement of parts, if any, and update database records as necessary;
- Review operational status of computers and its peripherals and recommend those units beyond economic repair to PSMD for proper disposal;
- Install operating system, office tools and anti-virus for PCs and laptops, including software updates and patches;
- Assist in the preparation of the Bureau's Information Systems Strategic Plan;
- Conduct ICT training and awareness programs to end-users; and
- Provide technical support to all operating units of the Bureau whose operational requirements call for the use of computer and other ICT equipment.

C. DATABASE ADMINISTRATION DIVISION ((DAD)

- Administer and maintain the Bureau's databases to ensure availability of needed information;
- Implement the Bureau's database in a network environment;
- Manage and control the data activity of the Bureau's information systems;
- Administer and maintain libraries of codes used for various information systems;
- Manage and maintain users' access and privileges to databases;
- Perform regular database operations such as back-up and recovery, performance monitoring and fine-tuning;
- Assist in the preparation of the Bureau's Information Systems Strategic Plan; and

- Provide technical support to all operating units of the Bureau regarding database issues and problems.

D. SYSTEMS DEVELOPMENT DIVISION (SDD)

- Institute process improvement/reengineering of Bureau's business processes with enabling technologies in coordination with operating units;
- Automate manual processes of the Bureau ensuring alignment with Bureau's goals and objectives;
- Manage, monitor and implement IT projects, particularly Information Systems required for the Bureau's day-to-day operations;
- Implement Software Development Life Cycle (SDLC) to ensure effective and efficient implementation of all systems development projects;
- Evaluate, maintain and audit all deployed applications;
- Coordinate with other government entities and Banks regarding data interchange and information requirements of the Bureau;
- Maintain of the Bureau's official website;
- Assist in the preparation of the Bureau's Information Systems Strategic Plan; and
- Train end users to ensure efficient use of all computer systems.

7. RESEARCH SERVICE (RS)

- Coordinate with other National Government Agencies and operating units of the Bureau for the preparation and consolidation of BTr inputs to the annual and medium-term fiscal program of the National Government;
- Provide technical support for the formulation of policies, plans and programs for the management of the National Government's cash resources, domestic debt and financial assets;
- Advise on the appropriate macroeconomic and financial accounting treatment of National Government Accounts given data requirements for plan preparation, policy formulation and assessment;
- Conduct assessment of budgetary operations in relation to National Government', budgetary, cash, debt and financial asset policies, plans and programs;
- Monitor and analyzes financial market and economic developments relevant to treasury operations;

- Develop and release relevant statistics for budgetary policies, plans and programs;
- Prepare special studies and advises on the impact of monetary, fiscal and financial policies, plans and programs as well as proposed legislation on Treasury operations;
- Consolidate and prepares the annual, medium and long-term plans of the Bureau;
- Lead the secretariat for the inter-agency Cash Programming Committee of the National Government;
- As part of the DBCC, leads and coordinates the drafting of the country's Fiscal Risk Statement;
- Liaise with Credit Rating Agencies, Investors, and the general public on matters relating to NG financing, debt, fiscal turnouts and other topics relevant to the Bureau;
- Manage BTr communications and public relations including publication of the Annual Report and curating the BTr website.

A. FINANCIAL MARKET MONITORING AND ANALYSIS DIVISION (FMMAD)

- Task to continuously monitor, examines and analyzes financial market and economic developments relevant to treasury operations;
- Forecast changes in market expectations based on economic indicators and financial market trends, conditions and activities;
- Provide technical support and advice to BTr Management and Auction committee to better manage the issuance of government securities;
- Evaluate primary (bidding) and secondary market performance of government securities;
- Assist in the formulation of domestic securities flotation program of the National Government;
- Conduct studies and researchers on relevant financial and economic developments in support of domestic bond market development initiatives

B. FISCAL PLANNING AND ASSESSMENT DIVISION (FPAD)

- Coordinate with other National Government Agencies and operating units of the Bureau for the preparation and consolidation of BTr inputs to the annual and medium-term fiscal program of the National Government;

- Prepare in coordination with operating units of the Bureau and other agencies of the National Government, the annual and medium term plans and program for BTr Income and interest payments;
- Prepare and consolidate the monthly and annual financing program;
- Provide technical advice to operating units of the Bureau on appropriate macroeconomic treatment of National Government accounts given data requirements for plan preparation, policy formulation, and assessment;
- Monitor and prepares analysis of the sources and nature of receipts and disbursements of the National Government accounted for by the Bureau for classification and incorporation in the monthly cash operations reports to assess NG fiscal position and financing performance;
- Prepare monthly and annual fiscal reports in accordance with internal and external requirements;
- Assess results of actual budgetary and non-budgetary operations of the National Government in relation to fiscal programs and to the Bureau's policies, plans and programs.

C. OPERATIONS PLANNING DIVISION (OPD)

- Assist in the formulation and consolidation of annual, medium and long-term plans and programs of the Bureau and coordinates the conduct of annual strategic planning conferences of various units;
- Prepare the Bureau's quarterly accomplishment and annual reports;
- Assess the performance of all services vis-à-vis action plans;
- Review and recommend changes in the organizational structure and operating procedures to achieve efficiency in the operations and improve performance in the agency;
- Recommend training needs based on perceived organizational requirements;
- Develop and maintain manuals of procedures and operations and other management and operational aids in the Bureau;
- Rationalize Bureau reports;
- Manage BTr communications and public relations including publication of the Annual Report and curating the BTr website.

D. STATISTICAL DATA ANALYSIS DIVISION (SDAD)

- Coordinate with operating units of the Bureau and other offices/agencies of the government in the generation of statistics for Cash Budget planning, policy formulation and decision-making;

- Maintain and update the database of relevant statistics generated by the Bureau as well as those gathered from other Government Agencies;
- Develop Treasury statistics for budgetary policies, plans and programs;
- Design new statistical approaches and methods for data generation on government fiscal operations;
- Provide technical advice in the design of statistical formats required for plan preparation, policy formulation and decision-making;
- Act as official correspondent to the International Monetary Funds (IMF), Government Finance Statistics (GFS) and provide inputs to the IMF's Special Data Dissemination Standards (SDDS);
- Coordinate with banks, government agencies and government-owned corporations for other data needed in the preparation of other related reports;
- Responsible for the timely posting and updating of statistics in the BTr website.

8. REGIONAL OFFICES

- Responsible for the examination of the books of accounts of national collecting officers and local treasurers including the monitoring of reports of provincial offices;
- Provide technical advice and support to government field representations in the implementation of the laws, rules and regulations governing Treasury operations;
- Recommend Fidelity Bond claims to the Treasurer of the Philippines for payment, chargeable against the Fidelity Fund;
- Consolidate daily reports on national collections and disbursements as submitted by provincial offices;
- Maintain liaison and coordinates with other regional officers of national agencies and local offices in the area on matters affecting the Treasury;
- Participate in regional undertakings or projects which are of national interest and benefit; represents the Bureau in meetings and conferences in the region and performs administrative functions necessary in the operation of the regional and provincial offices under its jurisdiction.

PROVINCIAL OFFICES

- Conduct examination of the books of accounts of national collecting officers and local treasurers in the province;

- Pick up Banks' notice of deposited collections together with the deposit slip, list of deposited collections and debit advices regarding returned deposits, statement of accounts and Advice of Checks Issued and Cancelled (ACIC);
- Verify and check national collections deposited daily with authorized depository banks;
- Validate MDS checks and controls ACIC;
- Process and approve requests and applications for bonding and/or cancellation of bonds;
- Issue Authority to Accept Payment and reports to the Regional Office on Fidelity Bonds;
- Maintain subsidiary records and controls on national collections and prepares summary reports thereof for submission to the regional office;
- Assist the regional office in the inter-office conferences in national projects participated in by the Treasury.

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