

MARIA GRACE M. DE LOS SANTOS

Contact Numbers: Office - 8657-3300 local 2326/2691; Mobile – 0999-886-7973

Email : mdelossantos@dbm.gov.ph

Personal Details

Home Address : Lot No. 9, Phase 4D, Geography Street, Las Villas de Santo Niño, Brgy. Perez, Meycauayan, Bulacan

Office Address : Budget and Management Bureau C, Department of Budget and Management, Boncodin Hall, General Solano Street, San Miguel Manila

Date of Birth : December 5, 1958

TIN Number : 111-330-149

Education

- Master in Public Administration – University of Santo Tomas
- BCS-Accounting – Polytechnic University of the Philippines
- Basic Secretarial – Torres High School
- Secondary – Manila High School
- Elementary – Rizal Elementary School

Professional Experience

- Certified Public Accountant
- Director IV – Budget and Management Bureau C – DBM (January 1, 2022 – Present)
- Director IV – Budget and Management Bureau A – DBM (May 1, 2019 – December 31, 2021)
- Director III - Budget and Management Bureau A – DBM (October 8, 2018 – April 30, 2019)
- Chief Budget and Management Specialist – DBM (June 6, 2005 – October 7, 2018)
- Supervising Budget and Management Specialist – DBM (January 1, 1999 – June 5, 2005)
- Senior Budget and Management Specialist – DBM (July 1, 1989 – December 31, 1998)
- Budget Specialist – DBM (November 1, 1987 – June 30, 1989)
- Budget Analyst – DBM (July 1, 1984 – October 31, 1987)
- Management Analyst – DBM (October 1, 1983 – June 30, 1984)
- Clerk Stenographer – Court of Appeals (September 1, 1980 - July 30, 1983)
- Secretary/Administrative Assistant – Intramuros Administration (June 16, 1979 – August 30, 1980)

Outstanding Accomplishments

- Resource Person: Rolling-out and institutionalizing PFM Reforms (September 2013 – present)
- Team Leader: Cleansing of DepEd-ARMM Teacher's Payroll (November 2013 – June 2014)
- Core Member: UACS Core/Counterpart Team under the PFMP-Harmonization of Government Accounts Phase III per Office Order No. 2014-265A dated November 21, 2014 (November – December 2014)
- Task Force Member (Electronic Updating of the PSIPOP)
- Other Significant Achievements:
 - Designated as Team Leader of the DBM Business Group assigned to identify and develop the Functional Requirements Specification Manual

of the eBudget System. eBudget is still being used by DBM in processing release documents up to this day.

- Led the System Users' Acceptance Testing, and ultimately the System Deployment not only in DBM Central Office but in DBM Regional Offices as well.

Detailed Duties and Responsibilities

- A. Provides overall direction and supervision in the administration and operation of the BMB-C;
 - Formulation of policies, rules and regulations necessary for the effective implementation of the mandate of the Department;
 - Planning, direction and supervision of the activities of the Bureau in the four (4) phases of budgeting, including assignments of personnel;
 - Coordination with other unit within the DBM, clientele agencies (both National Government Agencies (NGAs) and Government Owned and Controlled Corporations (GOCCs), and other oversight agencies;
 - Approval of budget authorities (release and other documents) based on delegated authority.
- B. Provides technical assistance to clientele agencies (NGAs/GOCCs) and attends/or act as resource person to meetings, conferences, budget fora, corporate budget hearings and consultations and seminars;
- C. Serves as representative/alternate representative to Technical Working Groups/Committees established by clientele NGAs and Board of GOCCs;
- D. Review the Performance Monitoring Systems and formulates the BMB-C plans and targets (together with the designated Planning Officers) per Office Performance Commitment and Review (OPCR) and monitors the performance to be reported in the Office Performance Accomplishment Report (OPAR) and other reports;
- E. Conducts regular meeting to discuss/clarify budgetary policies/issuances, and provides mentoring/coaching to staff on Public Financial Management matters;
- F. Approves the recommendation of the Selection and Promotion Board on the hiring and promotion of personnel;
- G. Conducts studies on budget policies, standards on organization/staffing and systems for the GOCCs under the DBM's coverage;
- H. Recommends budget and management policy improvements, and provides inputs to the formulation of budget preparation and execution policies and standards;
- I. Executes budget policies, rules and regulations to agency coverage (NGAs and GOCCs including water districts);
- J. Reviews and evaluates the annual corporate operating budgets of GOCC and submits recommended COB level to the functional group head for approval;
- K. Reviews and evaluate NGAs/GOCCs' budget proposals and recommends to the Executive Review Board, their appropriate levels of budgetary support;
- L. Monitor, evaluate, and review clientele agencies' performance, i.e., budget commitments/targets vis-à-vis actual, and submits the result of performance review to the functional group head for approval;

- M. Submits regular reports on agency fund utilization and balances under the Bureau's coverage for integration in the Department management reports;
- N. Prepares comments, recommendations, position papers on legislative measures/bills and proposed executive issuances; and
- O. Acts on special assignments from Senior Officials and Department Head.