

# The DBM SARO Viewer:

## A USER GUIDE

### What is the DBM SARO Viewer?

The DBM SARO Viewer is a web-based application which facilitates the release of approved Special Allotment Release Orders (SAROs) in digital format directly to the authorized users of recipient agencies.

### Who are authorized to access it?

- DBM Users whose access is limited to their defined coverages
- Authorized users or representatives from other oversight agencies
- Budget officers and/or counterparts from DBM client agencies, as authorized

### How to Register?

**1** Authorized users access the DBM apps portal at <https://apps.dbm.gov.ph>

**2** On the Login page, click on the "REGISTER NOW" button

On the 1<sup>st</sup> Account Registration Page, fill in the "Analyst's Email" field with...

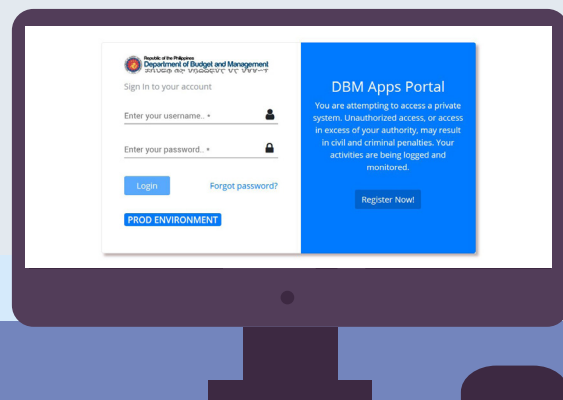
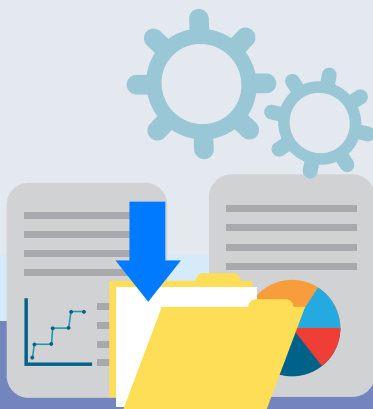
- 3**
- email address provided by the DBM Analyst/Specialist concerned for authorized users from other agencies outside of DBM
  - email address provided by the DBM-Information and Communications Technology Systems Service for users from DBM and other oversight agencies

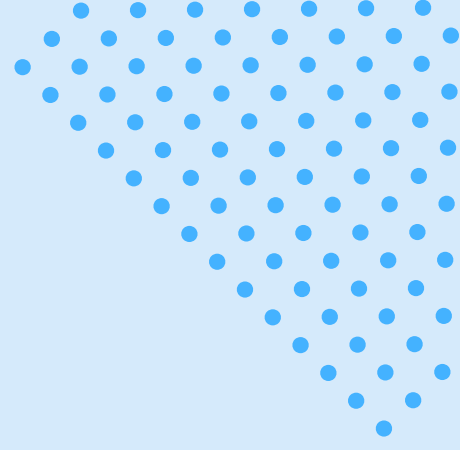
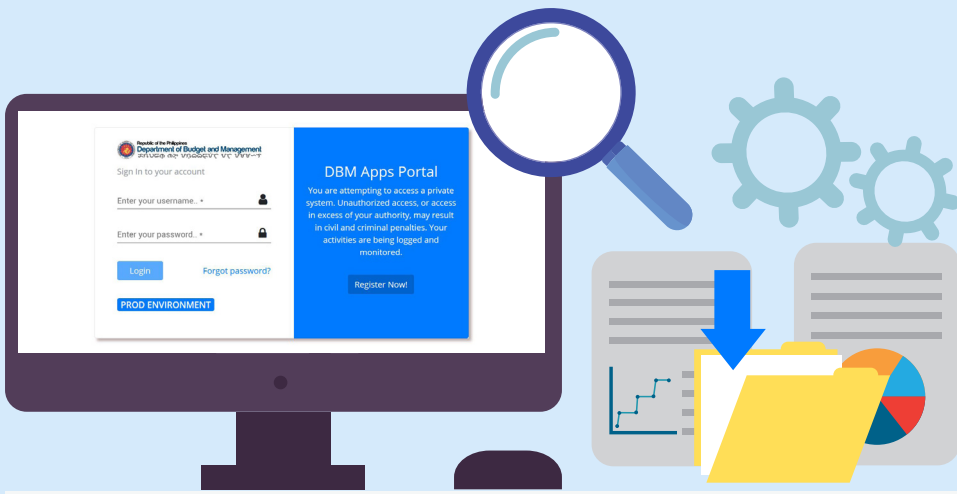
**4** On the 2<sup>nd</sup> Account Registration Page, enter the pre-defined coverage via the dropdown selections, then click submit

**5** Wait for the confirmation message on completed registration

**6** Wait for the email notification on the approval of the newly-registered account sent to the email address entered during the registration process

**7** Validation of the Head of the DBM Bureau/Service/Office of the registered account





## How to Download SAROs from the DBM SARO Viewer

1

Log in to the DBM Apps Portal at <https://apps.dbm.gov.ph/login> using the user's registered account

5

After locating the desired SARO from the list, click on its corresponding action button represented by the "gear" (⚙️) icon, and select "Download" from the dropdown

2

Locate and click the "SARO Viewer" icon on the application portal

6

Fill in a one-time password (OTP) which will be sent to the agency's registered email address

3

On the SARO Viewer dashboard, click "Downloads", then "SARO" located on the top right area of the page

7

Input and submit the OTP in the Downloads Page's pop-up screen

4

Click "Retrieve" to refresh the list of SARO

8

Upon confirmation of the OTP, download the digital SARO

Upon full implementation, this will eliminate the unnecessary steps of printing, physically signing, routing and releasing the printed SAROs to Agency Liaison Officers.

