



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
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CIRCULAR LETTER

No. 2017 - 11

Date: July 20, 2017

TO : Heads of Departments, Bureaus, Offices and Agencies of the National Government, Including State Universities and Colleges, and All Others Concerned

SUBJECT : Recommended System Requirements for the Unified Reporting System (URS)

1. This refers to the guidelines prescribing electronic submission of Budget and Financial Accountability Reports (BFARs)¹ and the annual Budget Execution Documents (BEDs)² wherein all government agencies should submit their BFARs and BEDs using the **www.urs.dbm.gov.ph**.
2. In order to isolate performance issues, we hereby recommend PC and Internet Bandwidth requirements dedicated for URS as follows:
 - 2.1 PC requirements
 - a. With an Operating System of Windows 7 or higher
 - b. Processor of equivalent to Intel Core I3 or higher
 - c. Capable of running Google Chrome or Mozilla Firefox
 - d. Memory of minimum 1GB
 - 2.2 Internet Bandwidth requirement
 - a. 3Mbps dedicated for URS only.
3. A detailed user manual is readily available in our website for download or by logging in to the URS and by clicking User Guide under the Help link.
4. Should there be a need to conduct training sessions for the URS end-users, requests for such may be coordinated with the Budget Information and Training Service (BITS) or email it to **saxalan@dbm.gov.ph**. And if you have any concerns you may email our Helpdesk through **online-reporting@dbm.gov.ph** or call 657-3300 local 2300.
5. For compliance.


BENJAMIN E. DIOKNO
Secretary



¹ Circular Letter No. 2016-11 dated December 6, 2016 re: Guidelines Prescribing Electronic Submission of Budget and Financial Accountability Reports (BFARs)

² Circular Letter No. 2016-9 dated October 27, 2016 re: Submission of the Annual Budget Execution Plans