



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

CIRCULAR LETTER

No.: 2021 - 8
August 18, 2021

TO : **ALL HEADS OF DEPARTMENTS/AGENCIES/STATE UNIVERSITIES AND COLLEGES, OTHER NATIONAL GOVERNMENT AGENCIES INCLUDING CONSTITUTIONAL COMMISSIONS/OFFICES, AND AUTHORIZED GOVERNMENT SERVICING BANKS**

SUBJECT : **ONLINE RELEASE OF ADVICE OF NOTICE OF CASH ALLOCATION ISSUED (ANCAI)**

1.0 BACKGROUND

Anchored on Republic Act (RA) No. 8792 (Electronic Commerce Act of 2000), RA No. 11032 (Ease of Doing Business Act), and State of the Nation Address (SONA) Directive 2020-007,¹ the DBM transitions to the adoption of digital ANCAIs signed by the DBM Secretary with the use of the Philippine National Public Key Infrastructure (PNPKI) offered by the Department of Information and Communications Technology (DICT), and released through the Department of Budget and Management Action Document Releasing System (DBM ADRS), previously named SARO Viewer Application.

2.0 OBJECTIVE

The objective of this Circular is to institutionalize the release of ANCAIs in digital format through the DBM ADRS, subject to existing budgetary, accounting, and auditing rules and regulations. This issuance builds on DBM Circular Letter (CL) No. 2021-06 on the recognition, use, and online release of digital Special Allotment Release Orders (SAROs).

The DBM ADRS is a web-based application which facilitates the release of approved DBM Action Documents in digital format directly to the authorized users of recipient agencies. This will eliminate the unnecessary steps of printing, physically signing, routing and releasing the printed Action Documents to Agency Liaison Officers.

¹ Making Government Transactions Available Online dated August 5, 2020

3.0 SCOPE AND COVERAGE

- 3.1 This Circular covers the use of the DBM ADRS by the following authorized users:
- 3.1.1 Budget officers and/or counterparts from National Government Agencies, as authorized by the Head of Agency; and
 - 3.1.2 Users from other oversight agencies, e.g. COA, as approved by the Chairperson of the Commission or his/her authorized representative.

4.0 SPECIFIC GUIDELINES AND PROCEDURES: RELEASE OF DIGITAL ANCAIs

- 4.1 The DBM shall officially release/issue Digital ANCAIs, solely through the DBM ADRS. The printing of ANCAIs will be discontinued upon full implementation of this Circular Letter.
- 4.2 **Registration in the DBM ADRS.** Authorized users already registered in the SARO Viewer Application as a result of the pilot implementation of DBM CL No. 2021-06, are deemed registered in the DBM ADRS.
- 4.2.1 For new users, however, as a preliminary requirement, the Head of Agency concerned, or his/her authorized representative, shall submit to the DBM the list of authorized users of the DBM ADRS, providing the necessary information such as full name, position title, and email address.
 - 4.2.2 For users from oversight agencies, information on pre-defined coverages shall also be submitted. A template for submission is attached herewith as Annex A.
 - 4.2.3 New authorized users shall follow the succeeding steps to complete their registration:
 - 4.2.3.1 Access the DBM apps portal at <https://apps.dbm.gov.ph>;
 - 4.2.3.2 On the Login page, click on the "REGISTER NOW" button;
 - 4.2.3.3 On the 1st Account Registration page, fill up all the required fields;
 - 4.2.3.3.1 On the "Analyst's Email" field, the email address will be filled as follows:
 - For authorized users of agencies, indicate the email address sent by the DBM analyst/specialist concerned;
 - For other oversight agency users, indicate the email address sent by DBM to their email addresses;
 - 4.2.3.4 On the 2nd Account Registration page, enter the pre-defined coverage via the dropdown selections then click submit;

- 4.2.3.5 Wait for the confirmation message informing that the registration has been completed; and
- 4.2.3.6 Wait for the email notification to the email indicated in 4.2.3.1 for the approval of the newly-registered account. The DBM Bureau/Service/Office Head shall validate the approved registered account of the users' respective coverages.

In case of change of authorized users, the Head of Agency or his/her authorized representative, shall, within three (3) working days, inform the DBM in writing, of such change. Consequently, new authorized users shall be required to undergo the same registration process and the replaced users' accounts shall be deactivated.

4.3 Downloading of ANCAIs from the DBM ADRS. Users shall follow the succeeding steps to download the digital documents:

- 4.3.1 Login to the DBM Apps Portal at <https://apps.dbm.gov.ph/login> using the user's registered account;
- 4.3.2 Locate and click the "DBM ADRS" icon on the application portal;
- 4.3.3 On the DBM ADRS dashboard, click "Downloads," then "ANCAI", as applicable, located on the top right area of the page;
- 4.3.4 On the Downloads page, click "Retrieve" to refresh the list of ANCAIs;
- 4.3.5 After locating the desired ANCAI from the list, click on its corresponding action button represented by the gear icon, and select "Download" from the dropdown;
- 4.3.6 Fill in a one-time password (OTP) which will be sent to the agency's registered email address; input and submit the OTP in the Download Page's pop-up screen; and
- 4.3.7 Upon confirmation of the OTP, download the digital ANCAI.

4.4 The dissemination of the downloaded, as well as printed, digital documents shall be limited only for the original purpose it was made or issued.

5.0 RESPONSIBILITY AND ACCOUNTABILITY

The Agency Heads shall be responsible and accountable for the proper implementation of the provisions in this Circular in their respective offices. They shall likewise ensure that only the authorized users in their offices have access to the DBM ADRS, and the dissemination/use of the downloaded and printed ANCAIs are for valid and official purposes only.

6.0 LEGAL RECOGNITION OF DIGITAL ANCAIs

- 6.1 Upon implementation of this Circular Letter, digital ANCAIs shall be recognized as the original DBM release documents. Digital ANCAIs shall be accorded with due legal recognition consistent with Section 7 of RA No. 8792, which states that electronic documents shall have the legal effect, validity or enforceability

as any other document or legal writing. Further, for evidentiary purposes, an electronic document shall be the functional equivalent of a written document.

- 6.2 Hence, in cases of court or quasi-judicial agency-issued subpoenas requesting copies of digital ANCAIs, a letter request shall be sent addressed to the DBM Secretary, copy furnished the DBM Administrative Service-Central Records Division (AS-CRD), which, upon approval of the request, shall be authorized to issue or print the digital ANCAIs stored or archived in the relevant DBM application, and certify the same as an equivalent of the original.
- 6.3 Note, however, that copies of digital ANCAIs printed by authorized users, even those printed by the DBM AS-CRD within the foregoing scenario, shall not be considered as the original DBM release document. The copies of the digital ANCAIs, however, may be used by the agency for valid and official purposes, which may include submission to oversight agencies. Validation as to the authenticity of the digital ANCAIs may be done using the embedded security features in coordination with the DBM-ICTSS.

7.0 RECOGNITION OF DIGITAL ANCAIs FOR AUDITING PURPOSES

Digital ANCAIs shall likewise be recognized for auditing purposes, as expressly allowed in this Circular Letter. This is consistent with COA Circular No. 2020-010 dated December 2, 2020, which provides guidelines relative to the authority of COA auditors to access information and communications systems and electronic documents of audited entities relevant to the conduct of audit, with adherence to the general principles of the Data Privacy Act of 2012.

8.0 TRANSITORY PERIOD

- 8.1 By September 2021, the DBM ADRS which were made available to the following agencies as part of the pilot implementation of DBM CL No. 2021-06 shall be enhanced to cover digital ANCAIs:
 - a. COA, as oversight and as implementing agency;
 - b. DBM, as oversight and as implementing agency;
 - c. Department of Public Works and Highways;
 - d. Department of Health;
 - e. National Commission for Culture and the Arts;
 - f. Department of National Defense;
 - g. Department of Environment and Natural Resources; and
 - h. Department of Education.

This includes the release of Digital ANCAIs to DPWH, DOH and DepEd by the DBM Regional Offices.

8.2 Moreover, the following agencies shall be added as pilot agencies in the implementation of this issuance and DBM CL No. 2021-06:

- a. Department of Finance;
- b. Department of Information and Communications Technology;
- c. Department of the Interior and Local Government;
- d. Department of Science and Technology;
- e. Department of Social Welfare and Development; and
- f. Presidential Communication Operations Office.

8.3 The foregoing agencies shall be required to submit the initial list of authorized users, as applicable, following the prescribed format in Annex A within 5 working days from the issuance of this Circular Letter. Registration of authorized users and sessions of online training on the use of the DBM ADRS shall be scheduled from **August 23-31, 2021**.

8.4 Upon completion of the online training, the ANCAIs of identified pilot agencies shall be released digitally through the DBM ADRS.

8.5 Full implementation of this Circular Letter shall be prescribed by the DBM through the issuance of an advisory which shall be posted on the DBM website.

9.0 TECHNICAL SUPPORT

For technical concerns, authorized users are requested to contact the DBM ICTSS helpdesk at ictsshelpdesk@dbm.gov.ph.

10.0 REPEALING CLAUSE



All provisions of existing guidelines that are not consistent with this Circular Letter are hereby revised, modified and/or repealed accordingly.

11.0 SEPARABILITY

If any provision of this Circular Letter is declared void or unconstitutional, the remaining provisions not affected thereby shall continue to be in full force and effect.

12.0 EFFECTIVITY

This Circular Letter shall take effect immediately.


TINA ROSE MARIE L. CANDIA
Officer-in-Charge, DBM 

Annex A

Department of Budget and Management–Action Document Releasing System

List of Authorized Users for _____ (Agency Name) _____

Name	Position/Office	e-Mail Address

Prepared By:

Reviewed By:

Approved By:

Budget Officer

Finance Director

Head of Agency

To be filled up by the DBM:

Checked By:

Endorsed By:

DBM Analyst

DBM Director

*The Commission on Audit, or any other agency who will be using the DBM ADRS in its oversight function shall add a column to the foregoing table to specify the agency coverage of a specific user.