



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT

CIRCULAR LETTER

No.: 2022 - 10
August 16, 2022

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

SUBJECT : IMPLEMENTATION OF ONLINE RELEASE OF FORWARD OBLIGATION AUTHORITY (FOA), MULTI-YEAR CONTRACTUAL AUTHORITY (MYCA), CASH DISBURSEMENT CEILING (CDC), AND NON-CASH AVAILMENT AUTHORITY (NCAA) THROUGH THE ACTION DOCUMENT RELEASING SYSTEM (ADRS)

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 2020-0071¹, the DBM transitions to the adoption of the online release of action documents 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).

In view of DBM Circular Letters (CL) No. 2021-6 dated April 7, 2021 and CL No. 2021-8 dated August 23, 2021 that provided for the institutionalization of the online release of SARO and ANCAI through the DBM Action Document Releasing System (ADRS), further implemented by DBM CL No. 2022-3 dated February 2, 2022 and DBM CL No. 2022-8 dated April 22, 2022, the ADRS was rolled out to all the 38 Departments and 363 Agencies that have completed ADRS trainings.

Accordingly, with the successful implementation of the online release of SAROs and ANCAIs, there is the need to expand the coverage of its implementation to other authorities and action documents such as the FOA, MYCA, CDC and NCAA.

¹ Making Government Transactions Available Online dated August 5, 2020

2.0 OBJECTIVE

2.1 This Circular Letter aims to:

- 2.1.1 institutionalize the release of FOA, MYCA, CDC and NCAA in digital format directly to the authorized users of recipient Department, Agencies, Regional Offices and Implementing Units; and
- 2.1.2 eliminate the unnecessary steps of printing, physically signing, routing and releasing the printed Action Documents to the agency liaison officers.

3.0 DEFINITION OF TERMS

- **Forward Obligational Authority (FOA)** - Certificate of commitment or authority issued by the DBM to national government agencies for Foreign-Assisted Projects (FAPs) certifying that funds shall be made available to cover the total project cost. This shall be used for loan negotiation purposes and serves as an assurance that the loan proceeds and the peso counterpart contribution are banking services on behalf of government agencies.
- **Multi-Year Contractual Authority (MYCA)**- An authority issued by the DBM to agencies, covering the full contract cost, for the procurement of multi-year projects (MYPs). This shall be used as the basis in the certification of availability of funds (CAF) required prior to contract execution.
- **Cash Disbursement Ceiling (CDC)**- An authority issued by the DBM to departments with overseas operations e.g., Department of Foreign Affairs (DFA) and Department of Labor and Employment (DOLE) to utilize their income collected/retained by their Foreign Service Posts (FSPs) to cover its operating requirements but not to exceed the allotment released to the said post.
- **Non-Cash Availment Authority (NCAA)**- Authority granted by DBM to national government agencies to account for the cash equivalent of loan proceeds availed of through supplier's credit / constructive cash.

4.0 SCOPE AND COVERAGE

- 4.1 This Circular Letter covers the use of the DBM ADRS by the following authorized users:
- 4.1.1 DBM Users, whose access authority shall be limited to their defined coverages; and
 - 4.1.2 Users from Departments/National Government Agencies (NGA), Regional Offices (RO) and Implementing Units (IU), as approved by their Head or his/her authorized representative.

5.0 SPECIFIC GUIDELINES AND PROCEDURES

- 5.1 The DBM shall officially release/issue digital FOA, MYCA, CDC and NCAA forms, solely through the DBM ADRS. The printing of the FOA, MYCA, CDC and NCAA forms will be discontinued upon full implementation of this CL.
- 5.2 The digital FOA, MYCA, CDC and NCAA forms should be available in the ADRS near real-time upon the approval in the eBudget system.
- 5.3 **Registration in the DBM ADRS.** Users shall follow the succeeding steps to register in the ADRS:
- 5.3.1 As a preliminary requirement for users, the Head of Agency concerned, or his/her authorized representative, shall submit the duly reviewed and signed List of Authorized Users (Annex A) through a formal letter addressed to the following:
- 5.3.1.1 DBM through the respective Budget Management Bureau (BMB) for centralized agencies; or
- 5.3.1.2 DBM ROs, for non-centralized agencies, including State Universities and Colleges (SUCs), and other Implementing Units (IUs) under their coverage
- 5.3.2 For the guidelines on agency determination of access privileges of new and existing users to access FOA, MYCA, CDC and NCAA, please refer to the instructions in Annex A.
- 5.3.3 The DBM Analyst and the respective BMB Director shall be responsible for validation of the submitted Annex A for centralized agencies and their endorsement for ICTSS approval.
- 5.3.4 The DBM ROs shall be responsible for validation of the submitted Annex A from the non-centralized agencies and their endorsement for ICTSS approval.
- 5.3.5 New authorized users shall follow the succeeding steps to complete their registration².
- 5.3.5.1 Access the DBM apps portal at <https://apps.dbm.gov.ph>;
- 5.3.5.2 On the Login page, click on the "REGISTER NOW" button;
- 5.3.5.3 On the 1st Account Registration page, fill up all the required fields;
- 5.3.5.3.1 On the "Approving Officer Email" field, please use the email of ictsshelppdesk@dbm.gov.ph. ICTSS will base the approval of the user registration on the endorsed List of Authorized Users (Annex A).

² Refer to the Video Tutorial for user registration at <https://docs.dbm.gov.ph/#registration>

- 5.3.5.4 On the 2nd Account Registration page, enter the pre-defined coverage via the dropdown selections then click submit.
 - 5.3.5.5 Wait for the confirmation message informing that the registration has been completed.
 - 5.3.5.6 The DBM ICTSS will approve new account registration based on the validated List of Authorized Users (Annex A).
 - 5.3.5.7 Wait for the email notification to the e-mail address indicated for the approval of the newly-registered account.
- 5.3.6 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.
- 5.3.7 The process flow for the user registration for FOA, MYCA, CDC and NCAA are provided in Annex B.
- 5.4 **Downloading from the DBM ADRS.** The use of the One-Time Password (OTP), which is valid within four (4) hours upon issuance, is included as an additional security measure for the downloading of FOA, MYCA, CDC and/or NCAA from the DBM ADRS in order to strengthen access controls. Accordingly, users shall follow the succeeding steps to download the digital documents:
- 5.4.1 Login to the DBM Apps Portal at <https://apps.dbm.gov.ph/login> using the user's registered account;
 - 5.4.2 Locate and click the "DBM ADRS" icon on the application portal;
 - 5.4.3 Click the Request for New OTP button. Fill in a one-time password (OTP) which will be sent to the registered email address; input and submit the OTP in the OTP Validation page.
 - 5.4.4 Click Coverage underneath the user's registered account. Then choose the applicable Department / Agency / Region Office / Implementing Unit.
 - 5.4.5 On the DBM ADRS dashboard, click "Downloads," then choose "FOA, MYCA, CDC or NCAA", as applicable, located on the top right area of the page.
 - 5.4.6 On the Downloads page, choose the budget year, click "Retrieve" to refresh the list of the authorities.
 - 5.4.7 After locating the desired authorities from the list, click on its corresponding action button represented by the underlined arrow down icon, and select "FOA, MYCA, CDC or NCAA" from the dropdown.
 - 5.4.8 Download the digital authorities form.
- 5.5 The dissemination of the downloaded, as well as printed, digital documents shall be limited only for the original purpose it was made or issued.

6.0 RESPONSIBILITY AND ACCOUNTABILITY

The following are the roles and responsibilities of the DBM and national government agencies in the implementation of the DBM-ADRS:

6.1 The DBM shall be responsible for the following:

- 6.1.1 Approval and validation of user registration including the authorized coverage;
- 6.1.2 Timely uploading of digital copies of FOA, MYCA, CDC and/or NCAA and supporting attachments, if any to the DBM ADRS;
- 6.1.3 Administration of the One-Time Password (OTP) for access controls;
- 6.1.4 Establishment of reporting and monitoring controls, if necessary;
- 6.1.5 Provision of timely and effective client support and application maintenance; and
- 6.1.6 Issuance of clarificatory/supplemental guidelines and provision of system updates and developments, if necessary.

6.2 The national government agencies shall be responsible for the following:

- 6.2.1 Submission of necessary requirements and authorized agency email addresses for user registration;
- 6.2.2 Adoption and implementation of the pertinent internal guidelines and responsive internal controls on the use of the ADRS;
- 6.2.3 Responsible downloading, printing, and use of digital documents for the intended or original purpose **within the day upon release of the documents in the ADRS;**
- 6.2.4 Compliance with reporting requirements of the DBM, if any;
- 6.2.5 Timely reporting of issues through lodging tickets with the DBM ICTSS Helpdesk; and
- 6.2.6 Provision of feedback on system implementation through client evaluation forms and feedback gathering activities to serve as basis for improvement.

7.0 TRANSITORY PERIOD

- 7.1 By September 2022, the DBM ADRS shall be available to all authorized NGAs and ROs in the implementation of the digital release of FOA, MYCA, CDC and NCAA.
- 7.2 All NGAs are required to submit their respective lists of authorized users, as applicable, following the prescribed format in Annex A on or before August 30, 2022. Registration of authorized users and sessions of online training on the use of the DBM ADRS shall be scheduled in September 2022.
- 7.3 Upon completion of the online training, the FOA, MYCA, CDC and/or NCAA of NGAs shall be released digitally through the DBM ADRS.
- 7.4 For the continuous improvement of the DBM ADRS, a "Kumustahan" Session with the ADRS users of NGAs shall be regularly scheduled on a quarterly basis upon the full implementation to solicit valuable feedback from the users.

7.5 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.

8.0 TECHNICAL SUPPORT

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

9.0 REPEALING CLAUSE

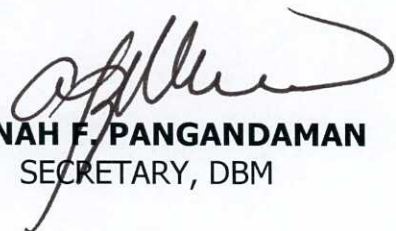
All provisions of existing guidelines that are not consistent with this Circular Letter are hereby revised, modified and/or repealed accordingly.

10.0 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.

11.0 EFFECTIVITY

This Circular Letter shall take effect immediately.


AMENAH F. PANGANDAMAN
SECRETARY, DBM

Access Matrix for the Department of Budget and Management–Action Document Releasing System

Department/ Agency: _____

Implementing Unit: _____

Instructions:

1. Agencies should nominate new personnel who can access the FOA, MYCA, CDC or NCAA. Otherwise, existing ADRS users may view and download the MYCA, FOA, CDC or NCAA provided they are authorized under this Annex A.
2. In case nominated as authorized to access the FOA, MYCA, CDC or NCAA, existing ADRS authorized users will still submit the accomplished and signed Annex A for documentation and validation.
3. Please mark the appropriate column in the "Action Documents" Section of the Access Matrix (Table 1).
4. Ensure the signatures of the authorized signatories below (Budget Officer, Finance Director and Head of Agency).
5. Submit together with the agency letter signed by the Head of the agency or authorized representative to the respective DBM units pursuant to Section 5.3.1 of CL No. ____.

Annex A - Table 1: Access Matrix

LN	Name	Position/Office	e-Mail Address	Existing ADRS User? (Yes/No)	OTP User? With downloading Access (Yes/No)	Regular User? View Access Only (Yes/No)	ACTION DOCUMENTS								
							SARO/ANCAI	NCA For AGSBs Only	FOA	MYCA	NCAA	CDC	NOSCA	APMV	ARMV
1							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes (Acronyms of Action Documents):

SARO-Special Allotment Released Orders
 ANCAI-Advice Notice of Cash Allocation Issue
 NCA-Notice of Cash Allocation
 AGSB – Authorized Government Servicing Bank
 FOA- Forward Obligational Authority
 MYCA -Multi-Year Contractual Authority

CDC-Cash Disbursement Ceiling
 NCAA-Non-Cash Availment Authority
 APMV- Authority to Purchase Motor Vehicle
 ARMV-Authority to Rent Motor Vehicle

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 Budget Analyst

 DBM Budget and Management
 Bureau (BMB) Director

ANNEX B: PROCESS FLOWCHART FOR THE USER REGISTRATION IN ADRS (FOA, MYCA, CDC or NCAA)

