



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

**CIRCULAR LETTER**

No.: 2022 - 3  
February 2, 2022

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

**SUBJECT : EXPANDED IMPLEMENTATION OF ONLINE RELEASE OF SPECIAL ALLOTMENT RELEASE ORDERS (SARO) AND ADVICE OF NOTICE OF CASH ALLOCATION ISSUED (ANCAI) THROUGH THE ACTION DOCUMENT RELEASING SYSTEM (ADRS)**

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**1.0 BACKGROUND**

DBM Circular Letter (CL) No. 2021-6 dated April 7, 2021 and CL No. 2021-8 dated August 23, 2021 provide for the institutionalization of the online release of SARO and ANCAI through the DBM Action Document Releasing System (ADRS). The pilot implementation thereof was participated in by eight (8) national government agencies starting April 2021. Accordingly, in view of the successful implementation of the online release of SAROs and ANCAIs in said pilot agencies, there is the need to include additional pilot agencies to expand the coverage of its implementation.

**2.0 OBJECTIVE**

2.1 This Circular Letter aims to:

- 2.1.1 introduce additional security features for the downloading of online SARO and ANCAI through the use of the One-Time Password (OTP); and,
- 2.1.2 include additional pilot agencies for DBM ADRS SARO and ANCAI.

### 3.0 SCOPE AND COVERAGE

- 3.1 This Circular covers the use of the DBM ADRS by the following authorized users:
- 3.1.1 DBM Users, whose access authority shall be limited to their defined coverages; and
  - 3.1.2 Users from other Department/National Government Agencies and Other Offices of the National Government, as approved by their Head or his/her authorized representative.

### 4.0 SPECIFIC GUIDELINES AND PROCEDURES

- 4.1 The use of One-Time Password (OTP), which is valid within four (4) hours upon issuance, is included as an additional security measure for the downloading of SARO and ANCAI from the DBM ADRS in order to strengthen access controls. Accordingly, users shall follow the succeeding steps to download the digital documents:
- 4.1.1 Login to the DBM Apps Portal at <https://apps.dbm.gov.ph/login> using the user's registered account;
  - 4.1.2 Locate and click the "DBM ADRS" icon on the application portal;
  - 4.1.3 Click the Request for New OTP button. 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 OTP Validation page; and
  - 4.1.4 Click Coverage underneath the user's registered account. Then choose the applicable Department / Agency / Implementing Unit;
  - 4.1.5 On the DBM ADRS dashboard, click "Downloads," then "*SARO/NCA-ANCAI*," as applicable, located on the top right area of the page;
  - 4.1.6 On the Downloads page, choose the budget year, click "Retrieve" to refresh the list of *SAROs and ANCAIs*;
  - 4.1.7 After locating the desired *SAROs and ANCAIs* from the list, click on its corresponding action button represented by the underlined arrow down icon, and select "*SARO/NCA-ANCAI*" from the dropdown;
  - 4.1.8 Download the digital *SAROS and ANCAIs*.
- 4.2 The dissemination of the downloaded, as well as printed and digital documents shall be limited only for the original purpose it was made or issued.

## 5.0 RESPONSIBILITIES AND ACCOUNTABILITIES

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

5.1 The DBM shall be responsible for the following:

- 5.1.1 Approval and validation of user registration including the authorized coverage;
- 5.1.2 Timely uploading of digital copies of SARO/ANCAI and attachments, if any, to the DBM ADRS;
- 5.1.3 Administration of the One-Time Password (OTP) for access controls;
- 5.1.4 Establishment of reporting and monitoring controls, if necessary;
- 5.1.5 Provision of timely and effective client support and application maintenance; and
- 5.1.6 Issuance of clarificatory/supplemental guidelines and provision of system updates and developments, if necessary.

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

- 5.2.1 Submission of necessary requirements and authorized agency email addresses for user registration;
- 5.2.2 Adoption and implementation of the pertinent internal guidelines and responsive internal controls on the use of the ADRS;
- 5.2.3 Responsible downloading, printing, and use of digital documents for the intended or original purpose **within 48 hours upon release of the documents in the ADRS;**
- 5.2.4 Compliance with reporting requirements of the DBM, if any;
- 5.2.5 Timely reporting of issues through lodging tickets with the DBM ICTSS Helpdesk; and
- 5.2.6 Provision of feedback on system implementation through client evaluation forms and feedback gathering activities to serve as basis for improvement.

## 6.0 ADDITIONAL PILOT AGENCIES

6.1 Starting March 2022, the DBM ADRS rollout will commence for the following additional national government agencies:

- 6.1.1 Department of Trade and Industry (DTI) and attached agencies;
- 6.1.2 Department of Labor and Employment (DOLE) and attached agencies;
- 6.1.3 Civil Service Commission (CSC);
- 6.1.4 Department of Justice (DOJ) and attached agencies;
- 6.1.5 Department of Agriculture (DA) and attached agencies;
- 6.1.6 Commission on Higher Education (CHED); and
- 6.1.7 All State Universities and Colleges (SUCs).

6.2 The foregoing additional agencies are required to prepare the initial list of authorized users, in preparation for registration of accounts and conduct of online training. The said list must be submitted to the DBM on or **February 11, 2022**.

6.3 For the continuous improvement of the DBM ADRS, a Kumustahan Session with the ADRS users shall be regularly scheduled on a quarterly basis upon the full implementation to solicit valuable feedback from the users.

## **7.0 TECHNICAL SUPPORT**

For technical concerns, authorized users are requested to contact the DBM ICTSS helpdesk at [ictsshelpdesk@dbm.gov.ph](mailto:ictsshelpdesk@dbm.gov.ph).

## **8.0 REPEALING CLAUSE**

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

## **9.0 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.

## **10.0 EFFECTIVITY**

This Circular Letter shall take effect immediately.

  
**TINA ROSE MARIE L. CANDIA**  
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