



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

**CIRCULAR LETTER**

No.: 2022 - 8  
April 22, 2022

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

**SUBJECT : FULL 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. The coverage was expanded to pursuant to CL No. 22-3 dated August 23, 2021 with additional ten (10) national government agencies, as well as State Universities and Colleges nationwide.

Accordingly, in view of the successful implementation of the online release of SAROs and ANCAIs in said pilot agencies, there is the need to expand the coverage of its implementation in preparation for its full implementation.

**2.0 OBJECTIVES**

2.1 This Circular Letter aims to:

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

### 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 DBM shall officially release/issue digital SAROs and ANCAIs, solely through the DBM ADRS. The printing of SAROs and 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 As a preliminary requirement for new users, however, 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 The DBM Analyst and the BMB Director shall be responsible for validation of the submitted List of Authorized User and their endorsement for ICTSS approval.
  - 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 1<sup>st</sup> Account Registration page, fill up all the required fields.
      - 4.2.3.3.1 On the "Approving Officer Email" field, please use email of [ictsshelppdesk@dbm.gov.ph](mailto:ictsshelppdesk@dbm.gov.ph). ICTSS will base the approval of the user registration on the endorsed List of Authorized Users.
    - 4.2.3.4 On the 2<sup>nd</sup> 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.
    - 4.2.3.6 The DBM ICTSS will approve new account registration based on the validated List of Authorized Users.
    - 4.2.3.7 Wait for the e-mail notification to the e-mail address indicated for the approval of the newly-registered account.

- 4.2.4 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.
- 4.2.5 The process flow for the user registration for SARO/ANCAI is provided in Annex B.
- 4.3 **Downloading from the DBM ADRS.** 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:
- 4.3.1 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 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.
- 4.3.4 Click Coverage underneath the user's registered account. Then choose the applicable Department / Agency / Implementing Unit.
- 4.3.5 On the DBM ADRS dashboard, click "Downloads," then "SARO/ ANCAI", as applicable, located on the top right area of the page.
- 4.3.6 On the Downloads page, choose the budget year, click "Retrieve" to refresh the list of SAROs/ ANCAIs.
- 4.3.7 After locating the desired SAROs/ ANCAIs from the list, click on its corresponding action button represented by the underlined arrow down icon, and select " SAROs/ ANCAIs" from the dropdown.
- 4.3.8 Download the digital SARO/ ANCAI.
- 4.4 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 RESPONSIBILITY AND ACCOUNTABILITY

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 May 2022, the DBM ADRS rollout will commence for the following remaining departments:
- 6.1.1 The President's Offices (OP)
  - 6.1.2 Office of the Vice-President (OVP)
  - 6.1.3 Congress of the Philippines (CONGRESS) and attached agencies
  - 6.1.4 Department of Agrarian Reform (DAR)
  - 6.1.5 Department of Energy (DOE)
  - 6.1.6 Department of Foreign Affairs (DFA)
  - 6.1.7 Department of Human Settlements and Urban Development (DHSUD) and attached agencies
  - 6.1.8 Department of Tourism (DOT) and attached agencies
  - 6.1.9 Department of Transportation (DOTr) and attached agencies
  - 6.1.10 National Economic and Development Authority (NEDA) and attached agencies
  - 6.1.11 The Judiciary (JUD) and attached agencies
  - 6.1.12 Other Executive Offices (OEOs)
    - 6.1.12.1 Anti-Money Laundering Council (AMLC)
    - 6.1.12.2 Climate Change Commission (CCC)
    - 6.1.12.3 Commission on Filipinos Overseas (CFO)
    - 6.1.12.4 Commission on the Filipino Language (CFL)
    - 6.1.12.5 Dangerous Drugs Board (DDB)
    - 6.1.12.6 Energy Regulatory Commission (ERC)
    - 6.1.12.7 Film Development Council of the Philippines (FDCP)
    - 6.1.12.8 Games and Amusements Board (GAB)

- 6.1.12.9 Governance Commission for Government-Owned or Controlled Corporations (GCG)
  - 6.1.12.10 Mindanao Development Authority (MDA)
  - 6.1.12.11 Movie and Television Review and Classification Board (MTRCB)
  - 6.1.12.12 National Historical Commission of the Philippines (NHCP)
  - 6.1.12.13 National Library of the Philippines (NLP)
  - 6.1.12.14 National Archives of the Philippines (NAP)
  - 6.1.12.15 National Intelligence Coordinating Agency (NICA)
  - 6.1.12.16 National Security Council (NSC)
  - 6.1.12.17 Office of the Presidential Adviser on the Peace Process (OPAPP)
  - 6.1.12.18 Optical Media Board (OMB)
  - 6.1.12.19 Philippine Drug Enforcement Agency (PDEA)
  - 6.1.12.20 Philippine Racing Commission (PHILRACOM)
  - 6.1.12.21 Philippine Sports Commission (PSC)
  - 6.1.12.22 Presidential Legislative Liaison Office (PLLO)
  - 6.1.12.23 Presidential Management Staff (PMS)
  - 6.1.12.24 Philippine Competition Commission (PCC)
  - 6.1.12.25 Anti-Red Tape Authority (ARTA)
  - 6.1.12.26 Philippine Space Agency (PSA)
  - 6.1.12.27 National Commission of Senior Citizens (NCSC)
  - 6.1.12.28 Legislative-Executive Development Advisory Council (LEDAC)
  - 6.1.13 Commission on Elections (COMELEC)
  - 6.1.14 Commission on Human Rights (CHR) and attached agencies
  - 6.1.15 Office of the Ombudsman (OMB)
  - 6.1.16 Metropolitan Manila Development Authority (MMDA)
  - 6.1.17 Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)
  - 6.1.18 Government Corporations receiving national government subsidy
- 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 before **April 29, 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. CANDA**  
Officer-in-Charge, DBM



## Department of Budget and Management–Action Document Releasing System

List of Authorized Users for (Agency/MDS GSB) \_\_\_\_\_

<b>Name</b>	<b>Position/Office</b>	<b>e-Mail Address</b>	<b>OTP User?</b> With downloading Access (Yes/No)

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

\*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.

## ANNEX B: PROCESS FLOWCHART FOR THE USER REGISTRATION IN ADRS (ONLINE SARO/ANCAI)



