



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

CIRCULAR LETTER

No. 2024 - 4
February 14, 2024

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

SUBJECT : UPDATES ON THE FEATURES OF THE ACTION DOCUMENT RELEASING SYSTEM (ADRS)

1.0 This Circular is issued to:

- 1.1 Institutionalize the release of General Allotment Release Order (GARO) in digital format directly to the authorized users of the recipient department, agencies, regional offices and implementing units; and
- 1.2 Provide updates on the availability of Advice of Notice of Cash Allocation Issued (ANCAI) in the ADRS.

2.0 The following DBM Circulars institutionalize the online release of budget release documents:

- 2.1 Circular Letter (CL) No. 2021-6 dated March 31, 2021 - Recognition, Use and Online Release of Digital Special Allotment Release Orders (SAROs);
- 2.2 CL No. 2021-8 dated August 18, 2021 - Online Release of ANCAI;
- 2.3 CL No. 2022-3 dated February 2, 2022 - Expanded Implementation of Online Release of SAROs and ANCAIs through the ADRS;
- 2.4 CL No. 2022-8 dated April 22, 2022 - Full Implementation of Online Release of SAROs and ANCAIs through the ADRS;
- 2.5 CL No. 2022-9 dated August 16, 2022 - Implementation of Online Release of Notice of Cash Allocations (NCAs) through the ADRS;

- 2.6 CL No. 2022-10 dated August 16, 2022 - 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 ADRS; and
- 2.7 CL No. 2022-11 dated August 16, 2022 - Implementation of Notice of Organization, Staffing, and Compensation Action (NOSCA) through the ADRS.
- 3.0 For the full implementation of online release of all budget release documents, **GARO shall be released through the ADRS.**
- 3.1 The GARO is an obligational authority document issued annually by the Department of Budget and Management to all national government agencies to cover the full year requirement of automatically appropriated Retirement and Life Insurance Premium (RLIP), representing the share of the national government in the premium payments to the Government Service Insurance System (GSIS). This excludes RLIP for departments/agencies chargeable against Special Accounts in the General Funds (SAGFs) and those covered by special arrangements.
- 3.2 The printing of the GARO in Security Paper (SECPA) will be discontinued. The digital GARO will be available in ADRS immediately upon approval in the DBM System.
- 3.3 The agency's enrolled authorized users in the ADRS can access, view and download the copy of GARO and its attachment.
- 3.4 The Attachment to GARO shall also be available on the DBM official website.
- 4.0 In addition, to expedite the release of funds to implementing units and to further enhance the delivery of government services, the holding period for ANCAI to be available in the ADRS shall be shortened, from the next calendar day after receipt of NCA by the Government Servicing Bank (GSB) to **within the day upon approval of NCA in the DBM System.**
- 5.0 For any technical concerns, authorized users are requested to contact the DBM ICTSS Helpdesk at ictsshelpdesk@dbm.gov.ph.
- 6.0 This Circular shall take effect immediately.


AMENAH F. PANGANDAMAN
Secretary

