



Republic of the Philippines  
Department of Environment and Natural Resources  
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## BTMS ADVISORY NO. 1

FOR/TO : **ALL BTMS USERS**  
DENR Central Office

FROM : **THE ASSISTANT SECRETARY**  
Finance, Information Systems and Mining Concerns

SUBJECT : **DENR BUDGET AND TREASURY MANAGEMENT SYSTEM  
(BTMS) "GO-LIVE" IMPLEMENTATION**

DATE : **MAR 09 2021**

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- A. In view of the government's policy to standardize and automate budget utilization, the BTMS shall be used and adopted as the means for obligating, disbursing and reporting all of the Department's expenditures.
- B. Starting March 16, 2021, Tuesday, all offices in the DENR Central Office shall use the Budget and Treasury Management System (BTMS) in creating/preparing, processing and approving Purchase Requests, Purchase Orders, Disbursement Vouchers and LDDAP-ADA.
- C. Initial roll-out shall cover all transactions starting March 16, 2021 amounting to Php1.00 up to Php50,000.00 only.
- D. The following forms shall be prepared/processed by assigned creators/focal persons from each office using the BTMS:
  - a) Purchase Requests (PR)
  - b) Purchase Orders (PO)
  - c) Obligation Request and Status (ORS)
  - d) Goods Received Note (GRN)
  - e) Disbursement Vouchers (DVs)
  - f) LDDAP-ADA
- E. Online Training for Approvers and Authorized Signatories (Division Chief Level and up), shall be conducted by DBM focal representatives in four (4) batches:
  - March 10, 2021 – 9:00AM to 12:00NN
  - March 18, 2021 – 1:30PM to 4:30PM
  - March 19, 2021 – 1:30PM to 4:30PM
  - March 24, 2021 – 1:30PM to 4:30PM

For any BTMS-related concerns and inquiries, please contact Ronald Nilo or Elise Brosas of the Accounting Division at 8928-0254.

Please be guided accordingly.

  
ENGR. NONITA S. CAGUIOA