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Department of Environment and Natural Resources
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MEMORANDUM

TO : **THE REGIONAL EXECUTIVE DIRECTORS**
Region 1 – 13, CAR and NCR

THE PENR OFFICERS
Region 1 – 13, and CAR

THE STAFF BUREAU DIRECTORS
BMB, ERDB, FMB, and LMB

THE HEADS OF ATTACHED AGENCIES
NWRB and PCSDS

FROM : **THE UNDERSECRETARY**
Finance, Information Systems and Climate Change

SUBJECT : **FULL ROLLOUT OF ONLINE RELEASES THROUGH THE
DEPARTMENT OF BUDGET AND MANAGEMENT ACTION
DOCUMENT RELEASING SYSTEM (DBM-ADRS)**

DATE : 12 April 2023

This refers to the letter of Undersecretary Maria Francesca M. Del Rosario, Functional Group Head of the Information and Communications Technology Group and Chief Information Officer of the Department of Budget and Management (DBM) dated 30 March 2023 regarding the inclusion of Department of Environment and Natural Resources (DENR) in the **full rollout of online releases** of the Forward Obligation Authority (FOA), Multi-Year Contracting Authority (MYCA), Cash Disbursement Ceiling (CDC), and Non-Cash Availment Authority (NCAA) through the DBM-ADRS pursuant to DBM Circular Letter No. 2022-10 dated 16 August 2022.

The DBM-ADRS, a web-based application facilitates the release of approved DBM Action Documents in **digital format** directly to the authorized users of recipient agencies. This will **eliminate** the unnecessary steps of printing, physically signing, routing, and releasing the printed Action Documents to Agency Liaison Officers.

The DBM will be conducting an ADRS Capacity Building Session via zoom platform, schedule of which will be announce later. They are requesting a list of participants to attend the session. Participants are requested to confirm their attendance through email budget@denr.gov.ph **not later than April 14, 2023.**

For inquiries, please coordinate with Mr. Julius P. Palaganas of the Budget Division through email jppalaganas@denr.gov.ph.


ATTY. ANALIZA REBUELTA-TEH



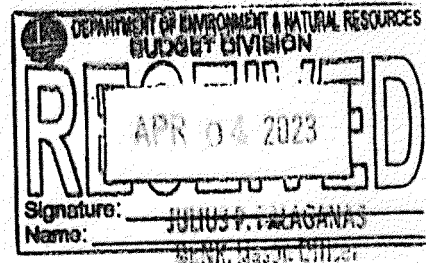
REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

March 30, 2023

MARIA ANTONIA YULO-LOYZAGA

Secretary

Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City



Attention: **Analiza Rebuelta-Teh**

Undersecretary, Finance, Information Systems and Climate
Change

Dear **Secretary Yulo-Loyzaga**:

Greetings!

Pursuant to DBM Circular Letter No. 2022-10¹, we are pleased to inform you of the inclusion of the **Department of Environment and Natural Resources** in the full rollout of online releases of the Forward Obligation Authority (FOA), Multi-Year Contracting Authority (MYCA), Cash Disbursement Ceiling (CDC), and Non-Cash Availment Authority (NCAA) through the Action Document Releasing System (ADRS).

The DBM ADRS is a web-based application which facilitates the release of approved DBM Action Documents in digital format directly to the authorized users of recipient agencies. This will eliminate the unnecessary steps of printing, physically signing, routing and releasing the printed Action Documents to Agency Liaison Officers.

Relative thereto, we would like to request the list of participants (**Annex A**) who will attend the scheduled **ADRS Capacity Building Session**² via zoom platform.

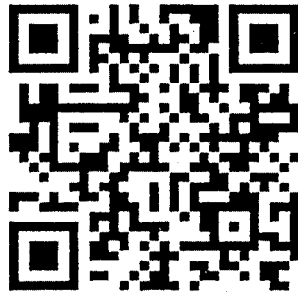
¹ Implementation of Online Release of Forward Obligation Authority (FOA), Multi-Year Contractual Authority (MYCA), Cash Disbursement Ceiling (CDC), and Non-Cash Availment Authority (NCAA) Through the Action Document Releasing System (ADRS)

² The schedules will be provided by the DBM.

Further, to facilitate the capacity building sessions, the participants are requested to confirm their attendance through the survey link or the QR Code below not later than April 18, 2023.

Survey Link: <https://forms.gle/rus2S9rCKd8zTMcR7>

QR Code:



For inquiries, please coordinate with the following DBM personnel:

- John Axl R. Acordon, Project Development Officer II; jacordon@dbm.gov.ph
- Lovely Rose E. Palisoc, Project Development Officer I; lpalisoc@dbm.gov.ph
- Sheryll Grace S. Aromin, Information Technology Officer III; saromin@dbm.gov.ph

We look forward to your participation in this endeavor. Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read 'M. Del Rosario', written over the printed name.

MARIA FRANCESCA M. DEL ROSARIO
Undersecretary

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. 2022-10.

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"/>	
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"/>	
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"/>	

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

BATCH 3 -April 20, 2022 (Thursday)

CAPACITY BUILDING SCHEDULE ON THE DBM ADRS (FOA, MYCA, CDC and NCAA)

LN	Morning Session (9:30 AM to 12:00NN)	LN	Afternoon Session (1:30 PM to 4:00PM)
1	Agricultural Credit Policy Council	1	Advanced Science and Technology Institute
2	Bureau of Fisheries and Aquatic Resources	2	Bangsamoro Autonomous Region in Muslim Mindanao
3	Climate Change Commission	3	Commission on Higher Education
4	Cybercrime Investigation and Coordination Center	4	Department of Education
5	Department of Agrarian Reform	5	Department of Science and Technology
6	Department of Agriculture	6	Early Childhood Care and Development Council
7	Department of Energy	7	Food and Nutrition Research Institute
8	Department of Environment and Natural Resources	8	Forest Products Research and Development Institute
9	Department of Information and Communications Technology	9	Industrial Technology Development Institute
10	Energy Regulatory Commission	10	Metals Industry Research and Development Center
11	Environmental Management Bureau	11	Mindanao State University
12	Fertilizer and Pesticide Authority	12	MSU-Iligan Institute of Technology
13	Mines and Geosciences Bureau	13	MSU-Tawi-Tawi College of Technology and Oceanography
14	National Fisheries Research and Development Institute	14	National Academy of Science and Technology
15	National Mapping and Resource Information Authority	15	National Academy of Sports
16	National Meat Inspection Service	16	National Book Development Board
17	National Privacy Commission	17	National Council for Children's Television
18	National Telecommunications Commission	18	National Museum of the Philippines (formerly National Museum)
19	National Water Resources Board	19	National Research Council of the Philippines
20	Overseas Workers Welfare Administration	20	Philippine Atmospheric, Geophysical and Astronomical Services Administration
21	Palawan Council for Sustainable Development Staff	21	Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development
22	Philippine Carabao Center	22	Philippine Council for Health Research and Development
23	Philippine Center for Post-Harvest Development and Mechanization	23	Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD)
24	Philippine Council for Agriculture and Fisheries	24	Philippine High School for the Arts
25	Philippine Fiber Industry Development Authority	25	Philippine Institute of Volcanology and Seismology
		26	Philippine Nuclear Research Institute
		27	Philippine Science High School

		28	Philippine Textile Research Institute
		29	Science and Technology Information Institute
		30	Science Education Institute
		31	Technology Application and Promotion Institute
		32	University of the Philippines System