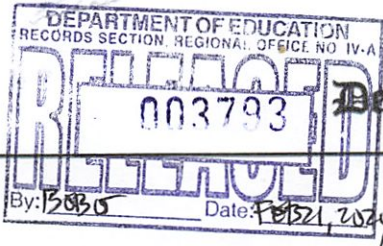




Admin-RM-2024-114



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

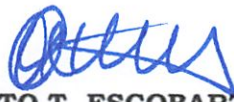
19 February 2024

Regional Memorandum
No. 114 s. 2024

REGISTRATION IN THE DBM ACTION DOCUMENT RELEASING SYSTEM (ADRS)

To: **Schools Division Superintendents**

1. In reference to Circular Letter No. 2022-11 dated August 16, 2022 entitled "Implementation of the Notice of Organization, Staffing and Compensation Action (NOSCA) through the Action Document Releasing System (ADRS), please be informed that starting February 1, 2024, the DBM shall officially release the NOSCA through the DBM ADRS and the printing and issuance of NOSCA by the DBM shall then be discontinued.
2. The Digital NOSCA Form will be available in the ADRS immediately upon activation of the NOSCA in the Government Manpower Information Systems by the Department of Budget and Management System.
3. SDO new users must register in the DBM ADRS using the format in Annex A. Further, please note that the **access shall be limited to only two (2) users each for the Schools Division Offices (SDOs)**. The SDOs shall be in-charge of downloading and disseminating the approved NOSCA to the schools under their coverage.
4. The detailed steps/procedures are provided under Annexes B and C.
5. Submission of the List of Authorized Users (Annex A) shall be on or before **February 26, 2024** to the Administrative Services Division thru Ms. Jolina S. Panto, this Office.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

08/ROA2

Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph





Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Admin-RM-2024-114

19 February 2024

Regional Memorandum

No.114 s.2024

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To: **Schools Division Superintendents**

1. In reference to Circular Letter No. 2022-11 dated August 16, 2022 entitled "Implementation of the Notice of Organization, Staffing and Compensation Action (NOSCA) through the Action Document Releasing System (ADRS), please be informed that starting February 1, 2024, the DBM shall officially release the NOSCA through the DBM ADRS and the printing and issuance of NOSCA by the DBM shall then be discontinued.
2. The Digital NOSCA Form will be available in the ADRS immediately upon activation of the NOSCA in the Government Manpower Information Systems by the Department of Budget and Management System.
3. SDO new users must register in the DBM ADRS using the format in Annex A. Further, please note that the **access shall be limited to only two (2) users each for the Schools Division Offices (SDOs)**. The SDOs shall be in-charge of downloading and disseminating the approved NOSCA to the schools under their coverage.
4. The detailed steps/procedures are provided under Annexes B and C.
5. Submission of the List of Authorized Users (Annex A) shall be on or before **February 26, 2024** to the Administrative Services Division thru Ms. Jolina S. Panto, this Office.

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director

[Signature]

08/ROA2



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION IV-A (CALABARZON)

February 1, 2024

ATTY. ALBERTO T. ESCOBARTE

Regional Director
Department of Education
Regional Office IV-A (CALABARZON)
Cainta, Rizal

Dear **Director Escobarte**:

This pertains to Circular Letter No. 2022-11 dated August 16, 2022, *"Implementation of the Notice of Organization, Staffing and Compensation Action (NOSCA) through the Action Document Releasing System (ADRS), as authorized under Circular Letter No. 2022-11 dated August 16, 2022"*.

Accordingly, may we inform that starting February 1, 2024, the DBM shall officially release the NOSCA through the DBM ADRS, and the printing and issuance of NOSCA shall then be discontinued.

The digital NOSCA form will be available in the ADRS immediately upon activation of the NOSCA in the Government Manpower Information Systems (GMIS) by this Office.

Correspondingly, new users are required to register in the DBM ADRS. As such, may we request DepEd RO to provide us a copy of the Consolidated List of Authorized Users using the format in Annex A.

For the guidelines on agency determination of access privileges of new and existing users to NOSCA via ADRS, please refer to the instructions in Annex A. Further, please note that the **access shall be limited to only two (2) users each for the Regional Office and Schools Division Offices (SDOs)**. The SDOs shall be in-charge of the downloading and dissemination of the approved NOSCA to the schools under their coverage.

The detailed steps/procedures are provided under Annexes B and C.

Foregoing considered, may we request the submission of the List of Authorized Users (Annex A) be **on or before February 9, 2024**.

Thank you and regards.

Very truly yours,


NYMPHA R. MANALASTAS
Regional Director

Annex A

Access Matrix for the Department and Management – Action Document Releasing System

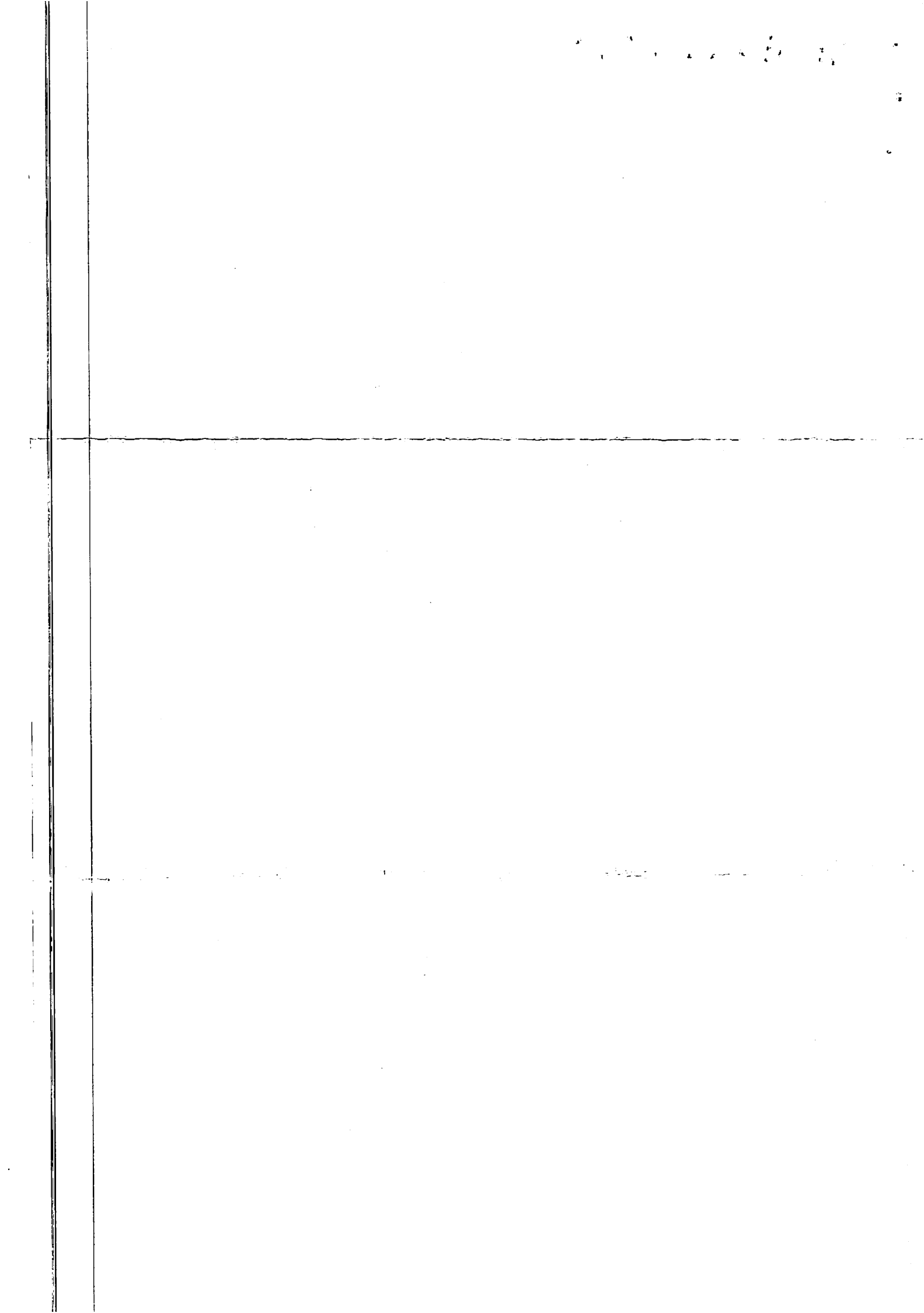
Department / Agency: _____

Implementing Unit: _____

Instructions:

1. Agencies should designate new personnel who can access the NOSCA, preferably from the Administrative Division.
2. All new and existing users are required to submit the accomplished and signed Annex A for documentation and validation processes.
3. Please mark the appropriate column in the "Action Documents" Section of the Access Matrix (Table 1).
4. Ensure signatures of the authorized signatories below (HRMD, HRMD Head and Head of Agency).

Submit this form together with the official endorsement letter signed by the Head of Agency or authorized representative.



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
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 Obligation 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:

 HRMD

Reviewed By:

 HRMD Head

Approved By:

 Head of Agency

To be filled up by the DBM:

Checked By:

 DBM OPCCCB/RO Analyst

Endorsed By:

 DBM OPCCB/RO Director

REGISTRATION IN THE DBM ADRS

New authorized users shall follow the succeeding steps to complete their registration¹:

1. Access the DBM apps portal at <https://apps.dbm.gov.ph>;
2. On the Login page, click on the "REGISTER NOW" button;
3. On the 1st Account Registration page, fill up all the required fields;
 - a) On the "Approving Officer Email" field, please use the email of jludovice@dbm.gov.ph. This Office will base the approval of the user registration on the endorsed List of Authorized Users (Annex A).
4. On the 2nd Account Registration page, enter the pre-defined coverage via the dropdown selection then click submit;
5. Wait for the confirmation message informing that the registration has been completed;
6. This Office will approve new account registration based on the validated List of Authorized Users (Annex A)
7. Wait for the email notification to the e-mail address indicated for the approval of the newly-registered account.

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.

¹ Refer to the Video Tutorial for user registration at <https://docs.dbm.gov.ph/registration>
2/F Arcache Building, General Solano Corner Nepomuceno Streets, San Miguel, Manila
www.dbm.gov.ph

DOWNLOADING FROM THE DBM ADRS

The use of the On-Time Password (OTP), which is valid within four (4) hours upon issuance, is included as an additional security measure for the downloading of NOSCA form from the DBM ADRS in order to strengthen access controls. Accordingly, users shall follow the succeeding steps to download the digital documents:

1. Login to the DBM Apps Portal at <https://apps.dbm.gov.ph/login> using the user's registered account;
2. Locate and click the "DBM ADRS" icon on the application portal;
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. Click Coverage underneath the user's registered account. Then choose the applicable Department / Agency / Regional Office / Implementing Unit;
5. On the DBM ADRS dashboard, click "Downloads" then "NOSCA", as applicable, located on the top right area of the page;
6. On the Downloads page, choose the budget year, click "Retrieve" to refresh the list of NOSCA;
7. After locating the desired NOSCA from the list, click on its corresponding action button represented by the underlined arrow down icon, and select "NOSCA" from the dropdown;
8. Download the digital NOSCA form.

The dissemination of the downloaded, as well as printed, digital documents shall be limited only for the original purpose it was made or issued.

Moreover, DepEd Region IV-A shall be responsible for the following:

1. Submission of necessary requirements and authorized agency email addresses for user registration;
2. Adoption and implementation of the pertinent internal guidelines and responsive internal controls on the use of the ADRS;
3. Downloading, printing, and use of digital documents for the intended or original purpose **within 48 hours upon release of the documents in the ADRS;**
4. Compliance with reporting requirements of the DBM.