



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 21, 2020

REGIONAL MEMORANDUM

No. **878**, s. 2020

**DEPARTMENT OF BUDGET AND MANAGEMENT REGIONAL OFFICE
(DBM-RO) ONLINE COMMUNICATION SYSTEM AND SERVICES**

To: Schools Division Superintendents
Regional Office Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is an **Advisory dated July 10, 2020** issued by the **Department of Budget and Management (DBM) Regional Office** announcing its guidelines on the **Online Communication System and Services** for information and guidance of all concerned.
2. Immediate dissemination of and strict compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
Director IV

FD-GJF





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VIII

ADVISORY
July 10, 2020

FOR : **ALL AGENCY HEADS
THE UNIVERSITY PRESIDENTS**

FROM : The OIC-Director IV

SUBJECT : **DBM RO VIII ONLINE COMMUNICATION SYSTEM AND
SERVICES**

DEPARTMENT OF EDUCATION
REGION VIII, EASTERN VISAYAS

RECEIVED

7-14-2020

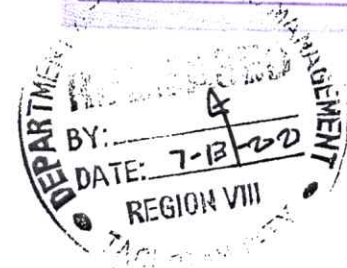
Date / Tracking No. #3598
2nd copy
3:28 pm

Signature [Handwritten Signature]

OFFICE OF THE DIRECTOR IV

Date and Time Received: 7/14/20 3:28
Date and Time Released: 7/14/20

Signature [Handwritten Signature]



- 1.0 Due to the COVID-19 pandemic, our areas were declared under community quarantine, inevitably limits our physical movement, thus affect rendering of our official function somehow.
- 2.0 While we are facing the challenges brought about by the pandemic, we are still committed to deliver our function the most effective and efficient means. In doing so, we deemed it necessary to improve the communication system between our office and our client agencies.
- 3.0 The existing conventional modes of transmitting our communications (Advisories on new guidelines/issuance/instructions, answer to queries and other requests) to client-agencies, such as Philippine Postal Corporation and other couriers, and via the division offices/regional offices for DepED, regional offices for DPWH and TESDA have shown delays in reaching the intended recipient.
- 4.0 Modern communication technology such as **electronic mail (email)**, offer the potential for significantly enhancing communication between us and partially addressing its gaps.
- 5.0 As we value your health and in the interest of public service, we are officially adopting **DBM RO VIII Online Communication System and Services**.
- 6.0 To effectively implement this new mode of service delivery, the following guidelines shall be adopted:

A. Receiving of Request/Reports

1. The following request/reports submitted through our official email address: **dbmro8@dbm.gov.ph** shall be considered for action and/or compliance:
 - a. Queries/Request for clarification
 - b. Other reports that may be subsequently identified/required.
2. Said request/reports should however, bear the signatures of the head of agency and the required signatories and be in "pdf" format.
3. Submitted queries and reports identified above that conform with the signature and format requirement shall be promptly acknowledge by our Records In-charge, through email, hence sending of another acknowledgment in hard copy is no longer necessary.

Queries shall be acted within the prescribed timelines as provided in our Citizen's Charter.

4. Queries coming from individual employees of the agency shall be signed by the employee concerned and must indicate his/her complete mailing address.
5. Budget variation request such as the following may be submitted through our official email address for advance information and initial evaluation only. It shall not be officially received until receipt of the hard copy of the request. The DBM specialist In-charge may communicate with the agency concerned officials of its initial findings:
 - a. Budgetary requests that are related to the current situation which are considered priority such as requests to address the COVID-19 situation and other urgent concerns, among others;
 - b. Requests pertaining to payment of accounts payable which are considered mandatory because of penalty clause imposed once payment is delayed, shall be processed separately, subject to the submission of the required supporting documents; and
 - c. Funding requirement for retirement gratuity and terminal leave benefits of FY 2020 retirees, whether mandatory or optional, which can no longer be accommodated within the released allotment under the Administration of Personnel Benefits, Agency Specific Budget.

B. Releasing of Communications /Actions to Request

1. All official released documents except ANCAI and SARO which shall be picked up by agency head or authorized liaison officers, shall be emailed as advance copy to the official email address of the agency before mailing/delivery of the said documents and must be acknowledge received by the recipient for monitoring purposes.

2. All other documents including Notice of Organization, Staffing and Compensation Action (NOSCA) shall be mailed thru Philippine Postal Corporation on the 3rd working day after its release, except for agencies within Tacloban City and Palo areas. Documents not picked up by agencies from Tacloban City and Palo shall be delivered by our designated DBM Liaison officer on the 3rd working day after its release.
3. Authorization letters to receive official release documents from DBM should be signed by the head of the agency together with a photocopy of the valid ID of the authorized official/employee. Emailed authorization letters may be considered together with a scanned copy of the ID of the head of the agency authorizing the employee.
4. Answer to queries coming from individual employees per A.4 above, shall be addressed to the head of agency concerned. If the requesting party request otherwise (i.e. direct reply to the employee), the same shall be explicitly cited in his/her letter to us.

C. Official E-mail Accounts of Agency and Agency Heads

1. For this purpose, official e-mail accounts of Agency and Agency Heads shall be maintained by our office.
2. It is responsibility of agency to inform us for any updates of said accounts.
3. Agencies should likewise ensure that this DBM RO VIII Online Communication System and Services policy be harmonized with their internal control system.
4. For this purpose and as our partner in public service, we are humbly asking your support by providing us your agency contact information not later than July 15, 2020, thru this link <http://tiny.cc/DBM8AgencyContactInfo>
5. May we seek the assistance of division/regional offices of DepED and regional offices of DPWH and TESDA in gathering the requested information of their respective IUs.
6. We express our thanks to those agencies who have already complied our May 29, 2020 advisory, hence, please disregard item C.4.

7. You may reach us at this telephone/contact numbers of the Regional Office:

Division	Telephone Number
Finance and Administrative Division (Records Section)	053-321-2327
Technical Division A	053-888-0531
Technical Division B	053-523-1090
Technical Division C	053-888-0443
Office of the Regional Director/Assistant Regional Director	053-888-0548

8. For your information, guidance and compliance, please. Thank you.

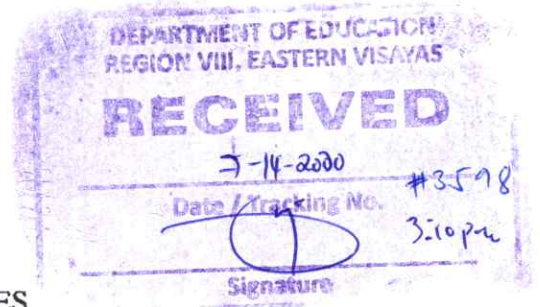
Aleli Hernandez
ALELI N. HERNANDEZ
OIG-Director IV

[Handwritten signature] ↑



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VIII

ADVISORY
July 10, 2020



FOR : **ALL AGENCY HEADS
THE UNIVERSITY PRESIDENTS**

FROM : The OIC-Director IV

SUBJECT : **DBM RO VIII ONLINE COMMUNICATION SYSTEM AND
SERVICES**

- 1.0 Due to the COVID-19 pandemic, our areas were declared under community quarantine, inevitably limits our physical movement, thus affect rendering of our official function somehow.
- 2.0 While we are facing the challenges brought about by the pandemic, we are still committed to deliver our function the most effective and efficient means. In doing so, we deemed it necessary to improve the communication system between our office and our client agencies.
- 3.0 The existing conventional modes of transmitting our communications (Advisories on new guidelines/issuance/instructions, answer to queries and other requests) to client-agencies, such as Philippine Postal Corporation and other couriers, and via the division offices/regional offices for DepED, regional offices for DPWH and TESDA have shown delays in reaching the intended recipient.
- 4.0 Modern communication technology such as **electronic mail (email)**, offer the potential for significantly enhancing communication between us and partially addressing its gaps.
- 5.0 As we value your health and in the interest of public service, we are officially adopting **DBM RO VIII Online Communication System and Services**.
- 6.0 To effectively implement this new mode of service delivery, the following guidelines shall be adopted:

ORO
7-14-20

A. Receiving of Request/Reports

1. The following request/reports submitted through our official email address: **dbmro8@dbm.gov.ph** shall be considered for action and/or compliance:
 - a. Queries/Request for clarification
 - b. Other reports that may be subsequently identified/required.
2. Said request/reports should however, bear the signatures of the head of agency and the required signatories and be in "pdf" format.
3. Submitted queries and reports identified above that conform with the signature and format requirement shall be promptly acknowledge by our Records In-charge, through email, hence sending of another acknowledgment in hard copy is no longer necessary.

Queries shall be acted within the prescribed timelines as provided in our Citizen's Charter.

4. Queries coming from individual employees of the agency shall be signed by the employee concerned and must indicate his/her complete mailing address.
5. Budget variation request such as the following may be submitted through our official email address for advance information and initial evaluation only. It shall not be officially received until receipt of the hard copy of the request. The DBM specialist In-charge may communicate with the agency concerned officials of its initial findings:
 - a. Budgetary requests that are related to the current situation which are considered priority such as requests to address the COVID-19 situation and other urgent concerns, among others;
 - b. Requests pertaining to payment of accounts payable which are considered mandatory because of penalty clause imposed once payment is delayed, shall be processed separately, subject to the submission of the required supporting documents; and
 - c. Funding requirement for retirement gratuity and terminal leave benefits of FY 2020 retirees, whether mandatory or optional, which can no longer be accommodated within the released allotment under the Administration of Personnel Benefits, Agency Specific Budget.

B. Releasing of Communications /Actions to Request

1. All official released documents except ANCAI and SARO which shall be picked up by agency head or authorized liaison officers, shall be emailed as advance copy to the official email address of the agency before mailing/delivery of the said documents and must be acknowledge received by the recipient for monitoring purposes.

2. All other documents including Notice of Organization, Staffing and Compensation Action (NOSCA) shall be mailed thru Philippine Postal Corporation on the 3rd working day after its release, except for agencies within Tacloban City and Palo areas. Documents not picked up by agencies from Tacloban City and Palo shall be delivered by our designated DBM Liaison officer on the 3rd working day after its release.
3. Authorization letters to receive official release documents from DBM should be signed by the head of the agency together with a photocopy of the valid ID of the authorized official/employee. Emailed authorization letters may be considered together with a scanned copy of the ID of the head of the agency authorizing the employee.
4. Answer to queries coming from individual employees per A.4 above, shall be addressed to the head of agency concerned. If the requesting party request otherwise (i.e. direct reply to the employee), the same shall be explicitly cited in his/her letter to us.

C. Official E-mail Accounts of Agency and Agency Heads

1. For this purpose, official e-mail accounts of Agency and Agency Heads shall be maintained by our office.
2. It is responsibility of agency to inform us for any updates of said accounts.
3. Agencies should likewise ensure that this DBM RO VIII Online Communication System and Services policy be harmonized with their internal control system.
4. For this purpose and as our partner in public service, we are humbly asking your support by providing us your agency contact information not later than July 15, 2020, thru this link <http://tiny.cc/DBM8AgencyContactInfo>
5. May we seek the assistance of division/regional offices of DepED and regional offices of DPWH and TESDA in gathering the requested information of their respective IUs.
6. We express our thanks to those agencies who have already complied our May 29, 2020 advisory, hence, please disregard item C.4.

7. You may reach us at this telephone/contact numbers of the Regional Office:

Division	Telephone Number
Finance and Administrative Division (Records Section)	053-321-2327
Technical Division A	053-888-0531
Technical Division B	053-523-1090
Technical Division C	053-888-0443
Office of the Regional Director/Assistant Regional Director	053-888-0548

8. For your information, guidance and compliance, please. Thank you.

Aleli Hernandez
ALELI N. HERNANDEZ
OIG-Director IV

[Handwritten signature] ↑