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

September 29, 2022

REGIONAL MEMORANDUM

No. **1105**, s. 2022

**IMPLEMENTATION OF NOTICE OF ORGANIZATION, STAFFING,
AND COMPENSATION ACTION (NOSCA) THROUGH THE
ACTION DOCUMENT RELEASING SYSTEM (ADRS)**

To: Schools Division Superintendents
Division Human Resource Management Officers
All Others Concerned

1. Attached is DBM Circular Letter No. 2022-11 dated August 16, 2022 with the subject: **Implementation of Notice of Organization, Staffing and Compensation Action (NOSCA) Through the Action Document Releasing System (ADRS).**
2. All Schools Division Offices through the HRMOs are required to submit the accomplished Annex A-Table 1: Access Matrix to the Department of Budget and Management, Regional Office VIII and register in the DBM apps portal at **<https://apps.dbm.gov.ph>** to be able to access the approved NOSCA of newly created and reclassified items, which will be digitally released through the DBM ADRS starting **October 2022.**
3. Immediate dissemination and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:



ACCESS

ADRS

NOSCA

AD-PS-EDR



REGIONAL OFFICE NO. 11
DATE: 9/29/22
TIME: 11:52am
SIGNATURE: [Signature]

DEPARTMENT OF EDUCATION
RECEIVED
SECTION: REGIONAL OFFICE NO. 11
SEP 28 2022 - 8353
TIME: 2:03pm
OFFICIAL USE

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT

CIRCULAR LETTER

OFFICE OF THE DIRECTOR IV
Date and Time Received: 28 SEP 2022 3:28
Signature: [Signature]
Date and Time Received: 16 SEP 2022
Signature: [Signature]
No.: 2022 - 11
August 16, 2022

TO : ALL HEADS OF DEPARTMENTS/AGENCIES/STATE UNIVERSITIES AND COLLEGES, OTHER NATIONAL GOVERNMENT AGENCIES INCLUDING CONSTITUTIONAL COMMISSIONS/OFFICES

SUBJECT : IMPLEMENTATION OF NOTICE OF ORGANIZATION, STAFFING, AND COMPENSATION ACTION (NOSCA) THROUGH THE ACTION DOCUMENT RELEASING SYSTEM (ADRS)

1.0 BACKGROUND

Anchored on Republic Act (RA) No. 8792 (Electronic Commerce Act of 2000), and State of the Nation Address (SONA) Directive 2020-0071, the DBM transitions to the digital release of the NOSCA signed by the DBM Secretary or his/her designated official with the use of the Philippine National Public Key Infrastructure (PNPKI) offered by the Department of Information and Communications Technology (DICT).

To note, the NOSCA is issued by the DBM to reflect the approved staffing changes in the agency's staffing pattern. One of the information provided in the NOSCA is the Item Number of the position which is essential in human resource actions.

The DBM aims to institutionalize the release of the NOSCA through the Department of Budget and Management Action Document Releasing System (ADRS) for faster viewing and downloading online during all phases of the budget cycle.

2.0 OBJECTIVE

- 2.1 This Circular Letter aims to:
 - 2.1.1 Institutionalize the release of NOSCA in digital format directly to the authorized users of recipient Department, Agencies, Regional Offices and Implementing Units; and
 - 2.1.2 Eliminate the unnecessary steps of printing, physically signing, routing and releasing the Action Documents to the agency liaison officers.

AO-PC
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3.0 SCOPE AND COVERAGE

- 3.1 This Circular Letter covers the use of the DBM ADRS by the following authorized users:
 - 3.1.1 DBM Users, whose access authority shall be limited to their defined coverages; and
 - 3.1.2 Users from Departments/Agencies, their Regional Offices and Implementing Units (IU), as nominated by their Heads or his/her authorized representative and approved by the DBM.

4.0 SPECIFIC GUIDELINES AND PROCEDURES

- 4.1 The DBM shall officially release the NOSCA, solely through the DBM ADRS. The printing of the NOSCA will be discontinued upon the full implementation of this Circular Letter.
- 4.2 The digital NOSCA form will be available in the ADRS immediately upon activation of the NOSCA in the GMIS.
- 4.3 **Registration in the DBM ADRS.** Users shall follow the succeeding steps to register in the ADRS:
 - 4.3.1 As a preliminary requirement for new users, the Head of Agency concerned, or his/her authorized representative, shall submit List of Authorized Users (Annex A) through a formal letter addressed to the following:
 - 4.3.1.1 DBM through the Organization, Position Classification, and Compensation Bureau (OPCCB) for non-regionalized agencies; or
 - 4.3.1.2 DBM ROs, for agencies, including State Universities and Colleges (SUCs), and other IUs under their coverage; or
 - 4.3.1.3 Budget and Management Bureau – F (BMB-F), for the University of the Philippines System (UPS) and Mindanao State University (MSU) System.
 - 4.3.2 For the guidelines on agency determination of access privileges of new and existing users to access NOSCA, please refer to the instructions in Annex A.
 - 4.3.3 The Head of IU as defined by the Department/Agency must submit the duly reviewed and signed Annex A through a formal letter addressed to the DBM ROs.
 - 4.3.3.1 The DBM ROs shall be responsible for validation of the submitted Annex A from the IU and their endorsement for ICTSS approval.

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

4.3.4.1 Access the DBM apps portal at <https://apps.dbm.gov.ph>;

4.3.4.2 On the Login page, click on the "REGISTER NOW" button;

4.3.4.3 On the 1st Account Registration page, fill up all the required fields;

4.3.4.3.1 On the "Approving Officer Email" field, please use the email of ictsshelpdesk@dbm.gov.ph. ICTSS will base the approval of the user registration on the endorsed List of Authorized Users (Annex A).

4.3.4.4 On the 2nd Account Registration page, enter the pre-defined coverage via the dropdown selections then click submit.

4.3.4.5 Wait for the confirmation message informing that the registration has been completed.

4.3.4.6 The DBM ICTSS will approve new account registration based on the validated List of Authorized Users (Annex A).

4.3.4.7 Wait for the email notification to the e-mail address indicated for the approval of the newly-registered account.

4.3.5 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.

4.3.6 The process flow for the user registration for NOSCA is provided in Annex B.

4.4 **Downloading from the DBM ADRS.** The use of the One-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:

4.4.1 Login to the DBM Apps Portal at <https://apps.dbm.gov.ph/login> using the user's registered account;

4.4.2 Locate and click the "DBM ADRS" icon on the application portal;

4.4.3 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.

4.4.4 Click Coverage underneath the user's registered account. Then choose the applicable Department / Agency / Region Office / Implementing Unit.

4.4.5 On the DBM ADRS dashboard, click "Downloads," then "NOSCA", as applicable, located on the top right area of the page.

¹ Refer to the Video Tutorial for user registration at <https://docs.dbm.gov.ph/#registration>

- 4.4.6 On the Downloads page, choose the budget year, click "Retrieve" to refresh the list of NOSCA.
 - 4.4.7 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.
 - 4.4.8 Download the digital NOSCA form.
- 4.5 The dissemination of the downloaded, as well as printed, digital documents shall be limited only for the original purpose it was made or issued.

5.0 RESPONSIBILITY AND ACCOUNTABILITY

The following are the roles and responsibilities of the DBM and national government agencies in the implementation of the DBM-ADRS:

- 5.1 The DBM shall be responsible for the following:
 - 5.1.1 Validation and approval of user registration including the authorized coverage;
 - 5.1.2 Regular or daily uploading of digital copies of NOSCA form and supporting attachments, if any to the DBM ADRS;
 - 5.1.3 Administration of the One-Time Password (OTP) for access controls;
 - 5.1.4 Establishment of reporting and monitoring controls, if necessary;
 - 5.1.5 Provision of timely and effective client support and application maintenance; and
 - 5.1.6 Issuance of clarificatory/supplemental guidelines and provision of system updates and developments, if necessary.
- 5.2 The national government agencies shall be responsible for the following:
 - 5.2.1 Submission of necessary requirements and authorized agency email addresses for user registration;
 - 5.2.2 Adoption and implementation of the pertinent internal guidelines and responsive internal controls on the use of the ADRS;
 - 5.2.3 Downloading, printing, and use of digital documents for the intended or original purpose **within 48 hours upon release of the documents in the ADRS;**
 - 5.2.4 Compliance with reporting requirements of the DBM, if any;
 - 5.2.5 Timely reporting of issues through lodging tickets with the DBM ICTSS Helpdesk; and
 - 5.2.6 Provision of feedback on system implementation through client evaluation forms and feedback gathering activities to serve as basis for improvement.
 - 5.2.7 The Civil Service Commission (CSC) will be granted access as oversight for the NOSCA in the ADRS.

6.0 TRANSITORY PERIOD

- 6.1 By October 2022, the DBM ADRS shall be available to all authorized NGAs and ROs in the implementation of the digital release of NOSCA.
- 6.2 The foregoing NGAs are required to submit the respective list of authorized users, following the prescribed format in Annex A on or before September 15, 2022. Registration of authorized users and sessions of online training on the use of the DBM ADRS shall be scheduled in September 2022.
- 6.3 Upon completion of the online training, the NOSCA form of NGAs shall be released digitally through the DBM ADRS.
- 6.4 For the continuous improvement of the DBM ADRS, a "Kumustahan" Session with the ADRS users of NGAs shall be regularly scheduled on a quarterly basis upon the full implementation to solicit valuable feedback from the users.
- 6.5 Full implementation of this Circular Letter shall be prescribed by the DBM through the issuance of an advisory which shall be posted on the DBM website.

7.0 TECHNICAL SUPPORT

For technical concerns, authorized users are requested to contact the DBM ICTSS helpdesk at ictsshelpdesk@dbm.gov.ph.

8.0 REPEALING CLAUSE


All provisions of existing guidelines that are not consistent with this Circular Letter are hereby revised, modified and/or repealed accordingly.

9.0 SEPARABILITY

If any provision of this Circular Letter is declared void or unconstitutional, the remaining provisions not affected thereby shall continue to be in full force and effect.

10.0 EFFECTIVITY

This Circular Letter shall take effect immediately.


AMEMAR F. PANGANDAMAN
Secretary, DBM

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 NOSCA. Otherwise, existing ADRS users may view and download the NOSCA provided they are authorized under this Annex A.
2. In case nominated as authorized to access the NOSCA, 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 (HRMD, HRMD Head and Head of Agency).

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.

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	MOSCA	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"/>	<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"/>	<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"/>	<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:

 HRMD

 HRMD Head

 Head of Agency

To be filled up by the DBM:

Checked By:

Endorsed By:

 DBM OPCCCB/RO Analyst

 DBM OPCCCB/RO Director

ANNEX B: PROCESS FLOWCHART FOR THE USER REGISTRATION IN ADRS (NOSCA)

