



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

September 2, 2022

REGIONAL MEMORANDUM

No. **981** 2022

DISSEMINATION OF THE DBM-RO VIII POLY GUIDELINES ON THE SUBMISSION OF REQUESTS THROUGH ONLINE COMMUNICATION SYSTEM AND SERVICES

To: Schools Division Superintendents
All Others Concerned

- Attached is an Advisory from the Department of Budget an Management – Regional Office VIII entitled "**Regional Office (RO) VIII – Policy Guidelines on the Submission of Requests Through Online Communication System and Services**", dated August 25, 2022 for information and guidance of all concerned.
- Immediate dissemination of and strict compliance with this Memorandum are desired.

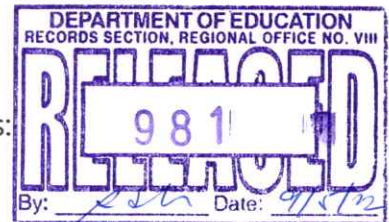

EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: DBM-RO VIII Advisory, dated August 25, 2022

References: None

To be indicated in the Perpetual Index under the following subjects:

- DBM GUIDELINES
- DBM - RECEIPT AND RELEASE OF ACTION DOCUMENTS
- REQUESTS FROM DBM

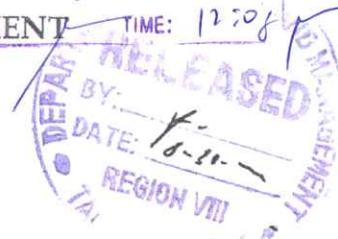


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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VIII



ADVISORY
August 25, 2022

FOR : **ALL AGENCY HEADS
THE UNIVERSITY PRESIDENTS
LOCAL CHIEF EXECUTIVES OF PROVINCES, CITIES, MUNICIPALITIES
AND BARANGAYS IN REGION VIII**

FROM : The Director IV

Subject : **REGIONAL OFFICE (RO) VIII – POLICY GUIDELINES ON THE
SUBMISSION OF REQUESTS THROUGH ONLINE COMMUNICATION
SYSTEM AND SERVICES**

1.0 In view of our commitment to deliver our mandate the most effective and efficient means, this Office is adopting an Online Communication System and Services, which is, utilizing modern communication technology such as electronic mail (email) in the receipt and releasing of action documents.

This advisory is being issued to inform the submission of a hard copy of certain request/document before it is officially received and acted upon, as well as, provides guidance on the releasing of documents, updating of directory, among others.

2.0 Anent this, the following guidelines shall be adopted:

2.1 Receiving of Budget Authorization/ Budget Variation¹

2.1.1 Budget authorization/budget variation request may be submitted using the official email accounts of the Agency Regional Office/State Universities and Colleges (SUCs)/Operating Units to the official email account of the DBM (**dbmro8@dbm.gov.ph**) **for advance information and initial evaluation only.**

2.1.2 In turn, the DBM Records Officer shall promptly forward the emailed copy to the concerned technical division for its appropriate action.

2.1.3 **It is understood that subject request shall be officially acknowledged² and acted only upon receipt of hard copy.**

¹ Budgetary & non-budgetary requests, e.g., issuance of Special Allotment Release Order & Notice of Cash Allocation; and Notice of Organization, Staffing and Compensation Action (Staffing Modifications), respectively.

² Records Officer to issue a copy of Data Management System (DMS) Acknowledgement Receipt bearing the DBM Reference Number of said document

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DBM email
8/21/22

2.2 Review of Annual Budget (AB) and Supplemental Budget (SB) of local government units (LGUs) under the functional jurisdiction of DBM RO VIII.

2.2.1 Similarly, only hard copies of AB and SB shall be acknowledged/officially received and acted upon. Hard copies of ABs and SBs are necessary since DBM ROs will have to determine whether the Appropriation Ordinance is carrying the dry seal of the local government units. Also, both ABs and SBs have to be stamped reviewed by DBM RO VIII.

The counting of number of days shall be reckoned from the time the LGU has submitted hard copy of complete documents/justifications to the DBM RO VIII.

2.3 Receiving of Reports / Request other than Item 2.1 Above

2.2.1 The following request/reports submitted through our official email address shall be considered for action and/or compliance:

- a) Queries/Request for clarification; and
- b) Other reports that may be subsequently identified/required.

2.2.2 Said request/reports shall, however be in "pdf" format and shall bear the signature of the head of agency and other required signatories.

2.2.3 Submitted queries and reports identified above that conform to the signature and format requirement shall be promptly acknowledge by our Records Officer through email by sending a copy of Data Management System Acknowledgement Receipt appearing the Reference Number, thus sending another acknowledgement in hard copy is no longer necessary.

2.2.4 In the event that submitted queries/reports are unclear or not readable, the analyst/specialist concerned shall ask a clearer copy or format from the agency counterpart.

2.2.5 Queries coming from individual employees of the agency shall be signed by the employee concerned and must indicate his/her complete contact details (e.g., mailing address, contact numbers and email).

2.4 All requests/ABs/SBs shall be acted upon within the prescribed timelines set forth in the DBM Citizen's Charter.

2.5 Releasing of Communications/Actions to Request

2.5.1 All official released documents except Advice of Notice of Allocation Issued (ANCAI) and Special Allotment Released Order (SARO)³ shall be picked up by the agency head or authorized liaison officers which shall also be emailed as advance copy to the official email address of the agency before mailing/delivery of the said documents and **agencies are required to acknowledge receipt for monitoring purposes.**

³ Release through Action Document Release System (ADRS)

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- 2.5.2 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.
- 2.5.3 Authorization letters to receive official release documents from DBM should be signed by the head of the agency/local chief executive together with a photocopy of the valid identification (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.
- 2.5.4 To maintain open line of communication between and among all parties concerned, please be informed that answer to queries coming from individual employees, shall be addressed to the head of agency/local chief executive 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.
- 2.5.5 For communications that may be disseminated to the general public, such as National Tax Allotment, DBM and/or jointly issued with other agency/ies' Circulars, and Presidential Administrative and Executive Orders, Republic Acts and issuances of other government agencies that are related to DBM functions and the likes, shall be transmitted through official email addresses of local government units, as well as, of Local Budget Officers (LBOs), and those decentralized national government agencies⁴ through their budget officers.
- 2.5.6 For communications that are intended only for a particular agency/local government unit and/or with confidentiality concerns such as DBM replies to queries or other requests, shall be sent through official email address only of agency/LGUs.

2.6 Official E-mail Accounts of Agency/LGU and Agency Heads

- 2.6.1 **For this purpose, official e-mail accounts of agency and agency heads shall be maintained by our office. Thus, we are humbly asking your support by providing us your agency/LGU contact information no later than September 16, 2022 thru this link <https://forms.gle/prwU6jDTincpx2q98>.**
- 2.6.2 It is the responsibility of agency to inform us for any updates of said accounts.
Rest assured that this information will be treated with utmost confidentiality.
- 2.6.3 Agencies should likewise ensure that this DBM RO VIII Online Communication System and Services policy be harmonized with their internal control system.
- 2.6.4 You may reach us at this telephone/contact numbers of the Regional Office:

⁴ Department of Public Works and Highways Regional Office and its District Engineering Offices, Department of Health-Eastern Visayas Center for Health Development and Implementing Units, Department of Education Regional Office and Implementing Units, OEO-Commission on Higher Education, and State Universities and Colleges

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Division	Telephone Number
Finance and Administrative Division (Records Section)	053-832-1628
Technical Division A	053-888-0531
Technical Division B	053-300-2309
Technical Division C	053-888-0423
Office of the Regional Director	053-888-0548

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



IMELDA C. LACERAS, CESO III

