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

October 3, 2022


**REGIONAL MEMORANDUM**

No. **1119**, s. 2022

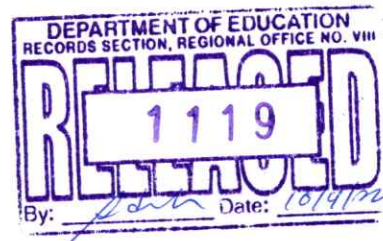
**REMINDER ON THE SUBMISSION OF LIST OF AUTHORIZED USER FOR THE IMPLEMENTATION OF NOTICE OF ORGANIZATION, STAFFING, AND COMPENSATION ACTION (NOSCA) THROUGH THE ACTION DOCUMENT RELEASING SYSTEM (ADRS)**

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

- Attached is an Advisory from the Department of Budget and Management dated September 30, 2022 with the subject: **Reminder on the Submission of List of Authorized User for the Implementation of Notice of Organization, Staffing and Compensation Action (NOSCA) Through the Action Document Releasing System (ADRS).**
- All Schools Division Offices through the HRMOs are reminded to submit the accomplished forms to DBM RO VIII not later than **October 4, 2022, 12:00PM.**
- 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                      LIST                      NOSCA                      REMINDER

AD-PS-EDR





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VIII

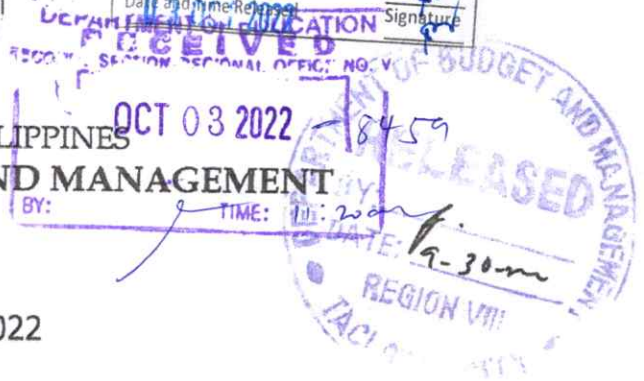
**ADVISORY**  
September 30, 2022

Signature	Date and Time Released
Signature	Date and Time Received

OFFICE OF THE DIRECTOR IV

Signature	Date and Time Released
Signature	Date and Time Received

OFFICE OF THE DIRECTOR IV



For: **The Presidents, State Universities and Colleges, Region VIII**

**The Regional Director, Schools Division Superintendents and Head of Implementing Unit Secondary Schools, Department of Education VIII**

**The Regional Director and Chiefs of Medical Centers, Department of Health VIII**

**The Director and District Engineers, Department of Public Works and Highways VIII**

**The Regional Director and Vocational School Administrators, Technical Education and Skills Development Authority VIII**

**The Regional Director, Commission on Higher Education VIII**

From: The Regional Director, DBM ROVIII

Subject: **REMINDER ON THE SUBMISSION OF LIST OF AUTHORIZED USER FOR THE IMPLEMENTATION OF NOTICE OF ORGANIZATION, STAFFING, AND COMPENSATION ACTION (NOSCA) THROUGH THE ACTION DOCUMENT RELEASING SYSTEM (ADRS)**

- 1.0 This is to remind all concerned of the submission of the list of authorized users following the prescribed format in Annex A of this advisory pursuant to Circular Letter (CL) No. 2022-11<sup>1</sup> dated August 16, 2022.
- 2.0 Concerned agencies may nominate a **maximum of two (2)** authorized users.
- 3.0 Please submit the duly accomplished forms to **DBM ROVIII not later than October 4, 2022 (Tuesday), 12:00PM.**

<sup>1</sup> Implementation of Notice of Organization, Staffing, and Compensation Action (NOSCA) Through the Action Document Releasing System (ADRS)

new email  
10/3/22

4.0 For further clarification, you may coordinate with the Technical Division handling your agency thru the following contact numbers:

<b>Technical Division</b>	<b>Contact No.</b>
Technical Division A	(053) 888-0531
Technical Division B	(053) 300-2309
Technical Division C	(053) 888-0423

5.0 Thank you for the usual cooperation and prompt compliance.

*fr. Que. Phermande 9/20/22*  
**IMELDA C. LACERAS, CESO III**  
*Im* \*

**ANNEX ,**  
**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	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"/>	<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: \_\_\_\_\_

\_\_\_\_\_  
 HRMID  
 HRMID Head  
 Head of Agency

To be filled up by the DBM:

Checked By: \_\_\_\_\_

Endorsed By: \_\_\_\_\_

\_\_\_\_\_  
 DBM OPCCCB/RO Analyst

\_\_\_\_\_  
 DBM OPCCB/RO Director