



Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

584

DENR MIMAROPA	
RECORDS SECTION	
RECEIVED	
BY:	<i>Pen</i>
DATE:	
TIME:	

April 14, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

FROM : The OIC – PENR Officer

SUBJECT : **ACCESS MATRIX FOR THE DEPARTMENT OF BUDGET
AND MANAGEMENT-ACTION DOCUMENT RELEASING
SYSTEM**

Respectfully submitted is the duly accomplished Annex A pertaining to the list of participants who will attend the scheduled ADRS Capacity Building Session via zoom platform.

For information and reference.

Imelda M. Diaz
IMELDA M. DIAZ

Access Matrix for the Department of Budget and Management—Action Document Releasing System

Department/ Agency: Department of Environment and Natural Resources

Implementing Unit: Provincial Environment and Natural Resources Office, Boac Marinduque

Instructions:

1. Agencies should nominate new personnel who can access the FOA, MYCA, CDC or NCAA. Otherwise, existing ADRS users may view and download the MYCA, FOA, CDC or NCAA provided they are authorized under this Annex A.
2. In case nominated as authorized to access the FOA, NYCA, CDC or NCAA, 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 (Budget Officer, Finance Director and Head of Agency).
5. 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. 2022-10.

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 (Ye/No)	ACTION DOCUMENTS								
							SARO/ANCAI	N CA For AGSBs Only	FOA	MYCA	NCAA	CDC	NOSCA	APMV	ARMV
1	Ericka L. Macunat	Admin Aide VI/PENRO Marinduque	denrfinancemarinduque2011@ yahoo.com.ph	No	No	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Anidel M. Feliciano	Admin Officer IV/BO II/PENRO Marinduque	budget.penromarinduque@gm ail.com	No	No	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Nilo L. Alcober	Admin Officer I/PENRO Marinduque	gen.serv.unit@gmail.com	No	No	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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
 APNIV- Authority to Purchase Motor Vehicle
 ARMV-Authority to Rent Motor Vehicle

Prepared By:


 ANIDEL M. FELICIANO
 Budget Officer

To be filled up by the DBM:

Checked By:

DBM Budget Analyst

Reviewed By:


 GEMMA P. DELOS REYES
 In-Charge, Management Services Division

Approved By:


 IMELDA M. DIAZ
 OIC, PENR Officer

Endorsed By:

DBM Budget and Management
 Bureau (BMB) Director