



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 679, s. 2025

NOV 27 2025

To: Schools Division Superintendents
All Others Concerned

ELECTRONIC PROCESSING OF TRANSACTIONS

1. This Office, through the Finance Division, disseminates the attached Department of Budget and Management Regional Advisory No. 6 s.2025, dated November 21, 2025, titled **"Electronic Processing of Transactions"** which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

SMYL/FD-RM/ELECTRONIC PROCESSING OF TRANSACTIONS
/NOVEMBER 26,2025



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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
NEGROS ISLAND REGION

Regional Advisory No.6 s.2025

November 21, 2025

SUBJECT : **ELECTRONIC PROCESSING OF TRANSACTIONS**

COVERAGE : **Regional Line Agencies
State Universities and Colleges
Local Water Districts
Local Government Units**

In line with our initiative towards digital transformation, the DBM NIRO will continue implementing the electronic processing of transactions and release of action documents. As such:

- 1.0 Transactions and communications submitted through the official email address dbm_nir@dbm.gov.ph may only be considered, subject to the following:
 - 1.1 Supported with complete documentary requirements per latest DBM Citizen's Charter and applicable guidelines;
 - 1.2 In portable document format (PDF);
 - 1.3 Bearing the DICT certified PNPKI signature of authorized signatory.
- 2.0 On the other hand, the action documents shall be released through the Action Document Release System (ADRS) in case of SARO, NCA, and NOSCA, while outgoing communications shall be in electronic file/format to be released through email to the official address of external clients.

Only the review letter and survey covering the Annual/Supplemental Budget will be released in hardcopy.
- 3.0 Notwithstanding the foregoing, submission for the following transactions is required in hardcopy, with transmittal letter:
 - 3.1 Review of Annual/Supplemental Budget
 - 3.2 Free Higher Education

"BABALA! MAG-INGAT SA FIXER!

Huwag maniniwala sa mga indibidwal o grupo na nagpapanggap na empleyado ng DBM o nagkukunwaring kinatawan ng DBM Secretary at nagsasabing may kakayahan silang magpalabas ng pondo kapalit ng anumang halaga"

- 3.3 Staffing Modification for more than 10 positions and DepEd Reclassification of Positions
- 3.4 Terminal Leave Benefits
- 3.5 Authority to Purchase Motor Vehicle
- 3.6 Digital Request Submission for Local Government Support Fund (DRSL).

Please note that documents must be in certified copy, if not original.

- 4.0 To uphold the integrity of documents and consistent with Item 4.0 of Circular Letter No.2016-6,¹ we request that you officially submit the **list of authorized signatories** as well as the **official email address**, not later than **November 28, 2025**.

For any clarification on the matter, you may send your concerns through dbm_nir@dbm.gov.ph.



CHERRY W. BRAVO
Acting Director IV

DMS reference No.2025-NIR-0116718-E

¹ Guidelines Relating to Agency Transactions with the Department of Budget and Management (DBM)

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