



08 November 2019

CUSTOMS MEMORANDUM CIRCULAR
NO. 260-2019

To: The Assistant Commissioner
All Deputy Commissioners
All Directors and Division Chiefs
All District/Port Collectors
And Others Concerned

SUBJECT: Lost/Misplaced Accountable Form

The Form No. 51-C "NPO-Official Receipt (NPO-OR)" with serial no. 8331396 was reported lost/misplaced. To that effect, an affidavit of loss executed by Ms. NIMFA LANSAM CAGNA-AN, Collecting Officer, Bureau of Customs, Port of Davao, is herein attached.

In order to ensure that unauthorized usage thereof is avoided, it is incumbent upon the Chief of concerned Division/Unit to keep a permanent record of all lost document as reference if secondary evidence is availed of in lieu of the lost original document and that if recovered, the same will not be used or utilized as it is deemed cancelled.

For your information and guidance.

For record purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

ATTY. EDWARD JAMES A. DY BUCO
Officer-in-Charge and
Deputy Commissioner, AOCG

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