



MAR 11 2009

**CUSTOMS MEMORANDUM ORDER**

NO. 11-2009

**SUBJECT : Creating the new composition of the Committee to Supervise the Printing of various BOC Accountable Forms and Defining its duties and functions**

In view of the printing of various BOC accountable forms, the **Committee to Supervise the Printing of various BOC Accountable Forms** is hereby constituted, as follows:

- |               |   |  |
|---------------|---|--|
| Chairman      | - | Deputy Commissioner, IAG<br>Or his/her duly authorized representative  |
| Vice-Chairman | - | Chief, Accounting Division<br>Or his/her duly authorized representative  |
| Member        | - | Chief, General Services Division<br>Or his/her duly authorized representative                                  |
| Member        | - | Chief, Interim Internal Control Office<br>Or his/her duly authorized representative                            |
| Member        | - | One representative from the Office of the<br>Commissioner (to be designated by the<br>Commissioner of Customs) |
| Member        | - | One representative from the printer  |
| Observer      | - | Resident COA Auditor<br>Or his/her duly authorized representative  |

The Committee Chairman and members shall designate formally in writing any responsible official of their respective office who shall represent them.

Said Committee shall discharge the following functions:

1. Observe the procedures in printing of accountable forms as set forth under COA circular No.76-35 dated July 6, 1976 and the usual accounting and auditing rules and regulations;
2. Supervise the printing of various BOC Accountable forms ensuring compliance with the specifications and security features requirements
3. Coordinate with officials of General Services Division in the conduct of physical inventory
4. Monitor and safeguard deliveries of printed accountable forms

5. Account for all proofs, trial sheets, trimmings, film, plates and hardware upon completion of work orders. Destroy the same upon prior authority from the Commissioner of Customs, by burning or shredding or in such appropriate manner as may be determined by the Committee to be witnessed by the Auditor or his/her duly authorized representative. Prepare and submit a certificate of destruction thereof;
6. Submit weekly reports on the progress of the printing and a final report to the Commissioner of Customs upon completion of the work order including accounting for the serial number of the printed accountable forms;
7. Control the printing machine, either by placing the necessary seal or lock whenever the plate is not removed from the machine when it is not in actual operations.

This Order shall take effect immediately.

NAPOLEON D. MORALES  
Commissioner



09-02486  
MORALES, Napoleon D.