

2019-DI-012



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
1099 Manila

[Handwritten Signature]
MASTER COPY

MEMORANDUM

TO : ALL ADMINISTRATIVE OFFICERS
ALL BUDGET OFFICERS
ALL DISBURSING OFFICERS
PORTS AND SUB-PORTS

THRU : *[Handwritten Signature]* **MARILOU A. CABIGON** 11/9/19
OIC, Director, Financial Management Office
Concurrent Chief Accountant

FROM : *[Handwritten Signature]* **KAREN SUSAN V. GO** 01/08/19
Chief, Budget Division

SUBJECT : SUBMISSION OF FUNDING REQUESTS FOR FY 2019

DATE : January 8, 2019

In order for Budget Division to expedite the processing of your funding requests, please submit your monthly requests for funding **on or before the third (3rd) week of the preceding month.**

Also, it has been observed that some ports/sub-ports do not submit their **Monthly Report of Funding Received/Disbursement and Balances.** For proper monitoring of available funds, kindly submit this report together with your monthly request for funding.

For strict compliance.