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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

OCOM Memo No. 41 - 2020

MEMORANDUM

TO : **DISTRICT COLLECTORS**
Ports/Sub-ports
Administrative Officers
Accountable Officers
All Others Concerned

FROM : **REY LEONARDO B GUERRERO**
Commissionery **MAR 11 2020**

SUBJECT : **Submission of Inventory Report of Accountable Forms as of December 31, 2019**

DATE : **March 10, 2020**

In connection with the Audit Observation Memorandum (AOM) 2020-002 (19) re: Balance of Accountable Forms, Plates and Stickers Inventory Account, you are required to submit an Inventory Report of all Accountable Forms (with and without face value) as of December 31, 2019 using the format below:

Name of Form (Form No)	Balance 1/1/2019	Receipt	Issuance	Balance 12/31/2019
With Face Value <i>(Enumerate per Type of Form)</i>				
Without Face Value <i>(Enumerate per Type of Form)</i>				

All forms on hand including obsolete/destroyed/damaged must be included in the report.

Deadline of submission is on or before March 31, 2020 to the Accounting Division, Financial Management Office, Internal Administration Group.

For strict compliance.