



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
Manila 1099

CUSTOMS MEMORANDUM ORDER (CMO)
NO. 10-2017

SUBJECT: ELECTRONIC-PETROLEUM, OIL AND LUBRICANT (e-POL) CARD SYSTEM

Section 1. OBJECTIVES:

This Order is issued for the following purposes:

- 1.1. To provide with a secured and convenient system of managing and controlling the monthly POL (Petroleum, Oil and Lubricant) allocation of the group, office, service and collection districts (CD) under the Bureau of Customs;
- 1.2. To centralize the issuance and monitoring of e-POL cards and the POL consumption; and
- 1.3. To ensure a structured approach in compiling and auditing of the e-POL cards monthly consumption and status reports.


Section 2. SCOPE:

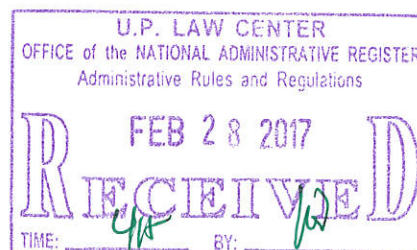
- 2.1. This will cover the general policies, responsibilities and procedures in the implementation of the BOC e-POL Card System.

Section 3. DEFINITION OF TERMS:

- 3.1. **BOC e-POL Card System** – an automated fuel payment system, through debit cards with pre-loaded amount, for the use of BOC service vehicles by authorized BOC officers and employees. It provides for a fully electronic means by which to load funds, validate the authority and purpose of the BOC officer or employee for fuel consumption through service provided vehicles, and to purchase diesel, gasoline and oil/lubricant at any participating service station nationwide of the authorized POL provider. The following are the types of e-POL cards:

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- 3.1.1. **Vehicle Card (Red Card)** – this card can only be used by any BOC employee to purchase fuel but only for vehicle identified in the card.
- 3.1.2. **Administrative Card (Blue Card)** – a type of e-POL card that can only be used by any group, office or service for authorized BOC operations/missions or for any business related purposes provided that no BOC service vehicle is available for use. This card shall be handled by an authorized administrative or budget Officer or by any personnel designated as custodian by the head of the group, office or service or by a district collector.
- 3.1.3. **Operator/Positional Card (Blue card)** – a type of e-POL card that bears the authorized cardholder's name. Only the authorized cardholder can use the card to purchase fuel products regardless of the vehicle he drives.

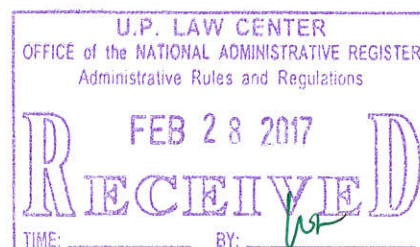
Section 4. GENERAL AND ADMINISTRATIVE PROVISIONS:

- 4.1. The equivalent amount loaded in any e-POL cards is strictly not convertible to cash.
- 4.2. The e-POL cardholders and custodians shall be responsible for the proper utilization and management of their POL monthly allocation.
- 4.3. The e-POL cardholders and designated card custodians must adopt their own security measures to prevent loss or misuse of the cards.
- 4.4. Requests for additional card or credit limit increase are subject to the approval of the Commissioner and upon the recommendation of the Deputy Commissioner for Internal Administrative Group (IAG) through the Chief of the General Services Department (GSD).
- 4.5. Upon severance or transfer of any e-POL cardholders/custodians to another group, office or service for any reason whatsoever, he shall ensure the proper turn-over of the e-POL card to his superior or directly to any GSD personnel.
- 4.6. The fuel quantity to be purchased should not exceed the amount loaded every month in the e-POL cards. Prior to fuel purchase, the cardholder must first perform a balance inquiry, and check other related information (i.e. current amount of POL products for withdrawal, type of POL, etc).
- 4.7. The equivalent amount credited in the e-POL card can only be used to purchase authorized POL products as indicated in the transaction slip or a receipt issued every after transaction by any participating service station.
- 4.8. The transaction slip or receipt issued by the service station shall be filled out and signed by the cardholder. A copy of which shall be submitted to the designated card custodian or administrative officer who shall

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consolidate and file the transaction slips to the GSD. These shall be used as references for the monthly consumption reports.

- 4.9. The amount loaded in the e-POL card is consumable only within the current month and cannot be used for the succeeding month. It shall be reloaded monthly with the same monetary allocation.
- 4.10. Each group, office or service, and CDs must submit the consolidated monthly e-POL cards consumption report (Annex A) and status report (Annex B) to the Chief, GSD, IAG not later than the 5th day of the succeeding month for the central offices and CDs, and not later than 7th day of the succeeding month for the CDs outside the National Capital Region. These reports are vital in case a discrepancy arises between the supplier's Statement of Account (SOA) and the monthly consumption reports submitted by the cardholders.
- 4.11. The Driver's Trip Ticket form shall be used at all times for all authorized official travels.
- 4.12. The e-POL cards shall be provided to the groups, offices, services, and CDs, and authorized personnel enumerated in Annex C.
- 4.13. The officers and employees enumerated under Section 4 of the National Budget Circular No. 548 s.2013 of the Department of Budget and Management, entitled as "*Amended Rules and Regulations on the Grant of Representation and Transportation Allowances*", may avail an e-POL card subject to the approval of the Commissioner and upon the recommendation of the Deputy Commissioner for IAG through the Chief of the GSD.
- 4.14. All the authorized travels using the e-POL cards shall be covered by a properly filled- up Trip Tickets (Annex D).
- 4.15. In the event that no government issued vehicle is available for a particular scheduled travel, a Certification of Non-availability of Government Vehicles (Annex E) shall be issued by the head of group, office, service, division or CDs
- 4.16. For new, lost, stolen or defective cards, the following shall govern:
 - 4.16.1. Any group, office or service and CDs may submit a letter request for a new or additional e-POL cards to the Chief, GSD, by indicating the proposed credit limit, purpose and frequency of its use. Once approved, the Chief, GSD shall communicate the application of new e-POL cards to the service provider through the provided vehicle data form for processing.
 - 4.16.2. All cardholders are accountable and responsible for the safekeeping of the cards. If the e-POL card is lost or stolen, the cardholder shall inform immediately either through call or text

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message the card number and other information to the Chief, GSD or any designated key personnel. The latter shall instruct the service provider to block the use of the card. An affidavit executed by the cardholder or custodian is required before a replacement card can be issued.

- 4.16.3. For any loss or damage caused by the carelessness or negligence, the cost for the issuance of a replacement card shall be borne by the user/cardholder. If a card is defective, the holder must surrender it first before a new card can be issued.
- 4.16.4. It is understood that the preservation and safeguarding of the card shall be under the sole responsibility of the user or cardholder. Extra care and attention must be exercised for the proper use of the card to prevent loss or damage.
- 4.17. In case of relief or transfer of cardholder to another group, office or service within the Bureau of Customs, the following shall govern:
 - 4.17.1. In case of relief or transfer of any cardholder to another group, office or unit, the card shall be surrendered to the Chief, GSD or any designated key personnel who shall facilitate the transfer of the said card to the incoming cardholder regardless of the current e-POL card balance.
 - 4.17.2. In case the outgoing cardholder failed to return the e-POL card, the Chief, GSD or designated key personnel shall coordinate with the service provider to block any unauthorized use of the card.

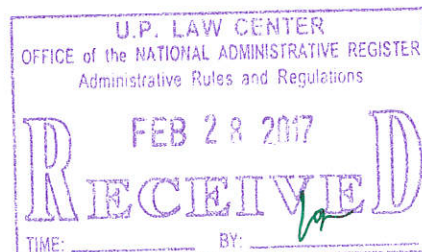
Section 5. RESPONSIBILITES:

- 5.1. The Chief of the GSD or the designated personnel of the GSD shall:
 - 5.1.1. Facilitate the issuances of the BOC e-POL cards, monitor its utilization, record its inventory, evaluate its effectiveness and institute remedial measures for any deficiency;
 - 5.1.2. Be responsible in the proper determination of the monthly amount allocation of the e-POL cards;
 - 5.1.3. Monitor the re-loading of the BOC e-POL cards through the e-POL card service provider;
 - 5.1.4. Serve as sole depository of all reports pertaining to the Bureau's e-POL Card System; and
 - 5.1.5. Facilitate the monthly SOA submitted by the service provider and endorse it to the Chief, Accounting Division for payment subject to the existing laws, rules and regulations.

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5.2. The administrative officer or card custodian of any group, office or service and collection districts (CDs) shall:

5.2.1. Be responsible for the consolidation of the monthly reports and submit them to the Chief, GSD.

5.2.2. Serve as custodian of the e-POL cards.

5.2.3. Monitor and record the use of the BOC service vehicles; and

5.2.4. Inform the Chief, GSD in case of any discrepancy in the amount reloaded in the e-POL card or other technical system problem, and communicate them immediately to the service provider for resolution.

5.3. The individual cardholder and users shall:

5.3.1. Be responsible for safekeeping the e-POL card; and

5.3.2. Accountable for all the transaction/s incurred using the e-POL card.

Section 8. REPEALING CLAUSE:

All Orders inconsistent herewith are deemed repealed, superseded and modified accordingly.

Section 7. EFFECTIVITY:

This Order shall take effect immediately.

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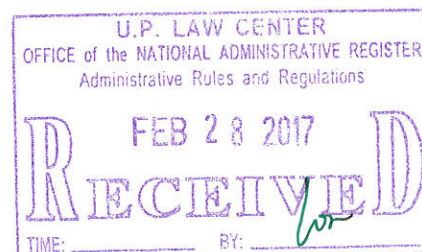
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Raquel G. De Jesus
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Nicanor E. Faeldon
NICANOR E. FAELDON
Commissioner



FEB 23 2017



Annex A- e-POL Monthly Consumption Report

Republic of the Philippines
Department of Finance
Bureau of Customs
Manila 1099

Date _____

e-POL Card Monthly Consumption Report for the month of _____

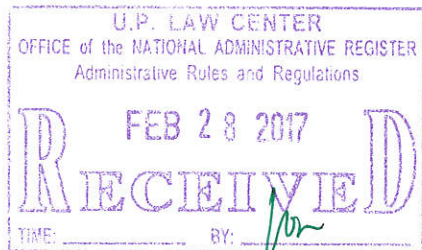
Card Name	Card Number	Credit Limit	Balance	Consumed
BOC-POM- Admin 1	000022222555555	12,000.00	100.00	11,900.00
BOC-POM- Admin 2	000044444444556	10,000.00	50.00	9,950.00
BOC-POM- Admin 3	111100000000053	8,000.00	5.00	7,995.00
TOTAL		30,000.00	155.00	29,845.00

Prepared by: _____

Admin Officer IV

Noted by:

DepCom/Dir, IAS/Dir, FMO/District Collector



Note: Photocopies of card transaction slips must be attached

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Annex B- e-POL Monthly Status Report

Republic of the Philippines
 Department of Finance
 Bureau of Customs
 Manila 1099

Date _____

e-POL Card Monthly Status Report for the month of _____

a. Card Name b. Card Number	User	Plate No.	Date	Type	Qty (L)	Amount	Balance	Est Distance to and fro (KM)	Remarks
							10,000.00		Beginning bal
a. BOC-IAG- GSD b. 00000005555666	James Lapidez	SKN103	Feb 8	Diesel	40	1744.00	8,256.000	6	OB to DOF
	John Doe	SKN103	Feb 9	-do-	-	-	-	5	OB to MICP
	Juan Bautista	SKN103	Feb 10	-do-	-	-	-	35	Conference at CSC, QC
	Martin dela Cruz and 5 others	SKN103	Feb 27	XCS	40	1744.00	6512.00	180	Gas-up/ Transport of personnel to Clark
Remaining Balance							6,512.00		

Prepared by: _____

Admin Officer IV _____

Noted by: _____

DepCom/Dir, IAS/Dir, FMO/District Collector

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Note: Photocopies of card transaction slips must be attached

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Annex C

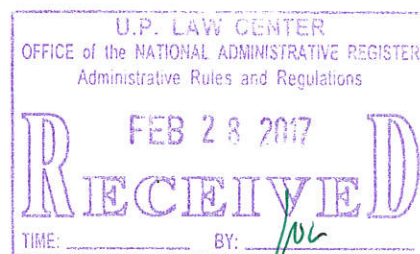
List of groups, offices, units, and collection districts authorized to use Admin Cards

1. Office of the Commissioner
2. Chief of Staff, OCOM
3. Admin, OCOM
4. Legal, OCOM
5. Reform, OCOM
6. Command Center, OCOM
7. Admin, PCAG, OCOM
8. AMO, OCOM
9. EAC Secretariat, OCOM
10. Admin, IAG
11. FMO, IAG
12. AO, IAG
13. GSD, IAG
14. Admin, RCMG
15. Legal, RCMG
16. Collection, RCMG
17. Financial, RCMG
18. Admin, MISTG
19. PSDS, MISTG
20. TMS, MISTG
21. Admin, IG
22. Admin, CIIS, IG
23. Admin, EG
24. Admin, ESS, EG
25. XIP, EG
26. Admin, AOCG
27. IAS, AOCG
28. POS, AOCG
29. Admin, SSPDC
30. Opns, SSPDC
31. Admin, 17 Collection Districts
32. Admin, 38 Sub-Ports

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Date _____

DRIVER'S TRIP TICKET

A. To be filled by the Administrator Official authorizing Official Traveler.

1. Name of the Driver of the Vehicle: _____
2. Government Vehicle to be used, and Plate No.: _____
3. Name of Authorized Passenger: _____
4. Place or places to be Visited or Inspected: _____
5. Purpose: _____

Requested By: _____

Approved by: _____

B. To be filled by the Driver.

1. Time of Departure from the Office / Garage: _____ AM / PM
2. Time of Arrival at (per No. 4 above): _____ AM / PM
3. Time of Departure from (per No. 4 above): _____ AM / PM
4. Time of Arrival back to the Office / Garage: _____ AM / PM
5. Approximate distance traveled (to and from): _____ Mph / Kph
6. Gasoline / Diesel fuel issued, purchased and consumed: _____

- a. Balance in fuel tank: _____ Liters
- b. Issued by Office from the stock: _____ Liters
- c. Add purchase during the trip: _____ Liters
- d. Deducted: used during the trip: _____ Liters
- e. Balance in fuel tank at the end of the trip: _____ Liters

7. Gear Oil used: _____ Liters
8. Lube Oil used: _____ Liters
9. Grease Oil used: _____ Liters
10. Speedometer reading if any: _____

- a. At the beginning of the trip: _____ Mph. / Kph.
- b. End of the trip: _____ Mph. / Kph.
- c. Distance travel (per No. 5 above): _____ Mph. / Kph.

11. Remarks: _____

I hereby certify to the correctness of the above statement of report travelled.

Driver's Signature

I hereby certify that I used this Vehicle on Official Business as stated.

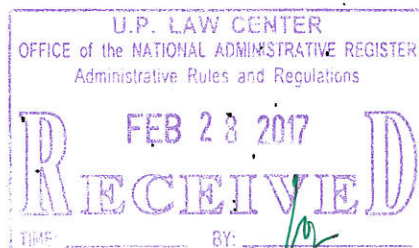
Date

Passenger/s Signature:

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Annex E

Republic of the Philippines
 Department of Finance
 Bureau of Customs
 Manila 1099

MEMORANDUM:

TO : The Chief, GSD

FROM : DepCOM/ Dir, IAS/ Dir, FMO/OIC, District Collector

SUBJECT : Non-Availability of Government Vehicle for the Month of _____

THIS IS TO CERTIFY that during the following occasions, there were no government vehicle available for utilization, and for the exigency of the service, private vehicles were used, to wit:

a. Admin Card Name b. Card Number	User/s	Plate No.	Type	Date	Qty (L)	Amount (PhP)	Remarks
a. BOC-POM-Admin 1 b. 000044455577	John Doe	TDX123	XCS	Feb 5	5	230.00	Conference at DOF
	Rody Ramos	AAA 1332	ADF	Feb 6	10	300.00	OB to CSC, QC
	Joy Tan	AXA 4531	XCS	Feb 10	5	230.00	Coordination to DOJ
SUB-TOTAL					20	760.00	
a. BOC-POM-Admin 2 b. 0000333444666	John Wayne	AAA 1543	XCS	Feb 7	5	230.00	Conference at DOF
	Fe Limon	AXA 3442	XCS	Feb 12	5	230.00	Follow-up letter rqst in DOF
SUB- TOTAL					10	460.00	
TOTAL						1,220.00	

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DepCom/Dir, IAS/Dir, FMO/OIC, District Collector

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