

2018-04-001



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

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**MEMORANDUM**

**FOR :** All Personnel Hired on Contract of Service

**FROM :** *Signature*  
GLADYS F. ROSALES, MPA, CESE  
Deputy Commissioner, Internal Administration Group

**SUBJECT :** Payment for Services Rendered

**DATE :** March 27, 2018

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To ensure timely payment for services rendered, effective April 2018, all personnel hired on contract of service shall submit the following documents to the Human Resource Management Division (HRMD) together with the endorsement from the Chief of Division on or before the 3<sup>rd</sup> working day of the succeeding month:

1. Daily Time Record (DTR) together with the biometrics print out ( in compliance with unnumbered memorandum dated March 02, 2018)
2. Monthly Report of Attendance
3. Accomplishment Report

Additional documentary requirements for initial claim:

4. Certificate of Assumption
5. Certificate duly signed by the Chief of Division that the services cannot be provided by regular/permanent personnel of the agency
6. Certified true copy of the contract
7. LBP Account number

The HRMD shall endorse within 24 hours the above cited documents to the Accounting Division. Only complete documents shall be processed for payment.

The Budget Division and Accounting Division shall process the payment within five (5) working days upon receipt of complete documents.

For guidance and compliance.