



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

Repay
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MEMORANDUM

FOR : The Disbursing Officers, Administrative Officers
All Others Concerned
Ports/sub-ports

FROM : *10.11.18*
MARILOU A. CABIGON
OIC-Financial Management Office and
Chief Accountant, Accounting Division

SUBJECT : Submission of 2018 Reports

DATE : November 6, 2018

Pursuant to the provisions of PD 1445 "State Audit Code of the Philippines" and Section 60 of "Government Accounting Manual", which requires the submission of year-end trial balance and such other supporting or subsidiary documents **not later than the 14th day of February**, the following deadlines shall be strictly observed:

Statement/Reports	Period Covered	Deadline
Report of Checks Issued	November 1-30, 2018	December 05, 2018
	December 1-31, 2018	January 05, 2019

Similarly, all unsubmitted payrolls from July 2018 and prior periods shall be submitted on December 05, 2018.

Further, failure on the part of the official concerned to submit the documents and reports shall automatically cause the suspension of payment of their salaries.

For strict compliance.

Cc:
Office of the COA Auditor
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