



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

September 10, 1992

CUSTOMS MEMORANDUM ORDER
NO. 105-92

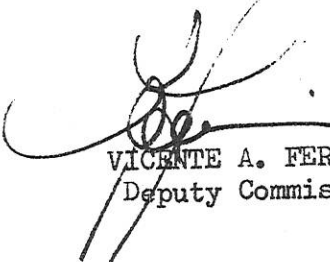
To: All District Collectors
Directors
Cashiers, Disbursing Officers
and Others Concerned

Attached is a TREASURY MEMORANDUM CIRCULAR NO. 5-82 of the Bureau of Treasury, the subject of which are as follows:

1. AMENDING Section 3, Rule IV, of Treasury Memorandum Circular No. 1-71, dated March 17, 1971;
2. AMENDING Section 1, Rule VI of Treasury Memorandum Circular No. 1-71, and
3. AMENDING the Authority of Section 315 of the Revised Administrative Code, Section 3, Rule IV of Treasury Memorandum Circular No. 1-71, dated March 17, 1971.

The Director, Administration Office shall see to it that all the accountable officers of the Bureau are sufficiently bonded and original copies thereof be kept at the Financial and Management Office for future action against any of the bond should the need arise.

This order shall take effect immediately.


VICENTE A. FERIA, JR.
Deputy Commissioner

REPUBLIKA NG PILIPINAS
 KAGAWARAN NG PANANALAPI
 KAWANIHAN NG INGATANG-YAMAN
 (Bureau of the Treasury)
 Intramuros, Maynila 2801

CMO-107-92

In reply, please address
 Treasurer of the Philippines

TREASURY MEMORANDUM CIRCULAR NO. 5-82

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES, SCHOOLS, COLLEGES AND UNIVERSITIES, GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS, EMERGENCY HOSPITALS, AND REGIONAL OFFICES, PROVINCIAL, CITY TREASURERS AND MUNICIPAL TREASURERS WITHIN METRO MANILA, AND THEIR RESPECTIVE AUDITORS, AND ALL CONCERNED.

- SUBJECT : (1) AMENDING SECTION 3, RULE IV OF TREASURY MEMORANDUM CIRCULAR NO. 1-71, DATED MARCH 17, 1971, BY INCREASING FROM P100,000.00 TO P3,750,000.00 THE MAXIMUM CEILING OF THE AMOUNT OF BONDS NECESSARY TO COVER THE ACCOUNTABILITY OF ACCOUNTABLE OFFICERS.
- (2) AMENDING SECTION 1, RULE VI OF TREASURY MEMORANDUM CIRCULAR NO. 1-71, BY INCREASING FROM $\frac{1}{2}$ TO $\frac{1}{2}$ OF 1% PER ANNUM THE PREMIUM RATE TO BE CHARGED FOR INSURANCE IN THE FIDELITY INSURANCE FUND.

1. Under the authority of Section 315 of the Revised Administrative Code, Section 3, Rule IV of Treasury Memorandum Circular No. 1-71, dated March 17, 1971, is hereby amended to read as follows:

"Sec. 3 - Schedule of bonds necessary to cover the accountability and responsibility of accountable officers.

<u>Minimum Cash</u> <u>Accountability</u>	<u>Maximum Cash</u> <u>Accountability</u>	<u>Amount of Bond</u>
P 500.00	P 1,000.00	P 500.00
1,001.00	3,000.00	1,000.00
3,001.00	5,000.00	3,000.00
5,001.00	7,000.00	5,000.00
7,001.00	9,000.00	7,000.00
9,001.00	12,000.00	9,000.00
12,001.00	15,000.00	10,800.00
15,001.00	18,000.00	13,500.00
18,001.00	21,000.00	16,200.00
21,001.00	25,000.00	18,900.00
25,001.00	30,000.00	20,000.00
30,001.00	35,000.00	24,000.00
35,001.00	40,000.00	28,000.00
40,001.00	50,000.00	32,000.00
50,001.00	60,000.00	35,000.00
60,001.00	80,000.00	42,000.00
80,001.00	100,000.00	56,000.00
100,001.00	250,000.00	60,000.00

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<u>Minimum Cash Accountability</u>	<u>Maximum Cash Accountability</u>	<u>Amount of Bond</u>
P 250,001.00	P 500,000.00	P 150,000.00
500,001.00	750,000.00	250,000.00
750,001.00	1,000,000.00	375,000.00
1,000,001.00	5,000,000.00	500,000.00
5,000,001.00	25,000,000.00	1,250,000.00
25,000,001.00	75,000,000.00	2,500,000.00
75,000,001.00	100,000,000.00 and over	3,750,000.00

Property responsibility :
 Supplies and materials 50% of their total value
 Equipment 30% of their total value pro-
 vided that the resulting amount is
 increased to round figure to be
 divisible by exactly 100.

Accountable Forms responsibility :

Internal revenue stamps)
 Documentary stamps)
 Customs documentary stamps)
 U.S. internal revenue stamps)
 Cash tickets of all classes)
 Postage and other stamp stock)
 Cattle registration certificates)
 Marriage licenses)
 Auto drivers licenses)
 Motor vehicle licenses)
 Other accountable forms having face value.)

5% of their total value
 provided that the resulting
 amount is increased to round
 figure to be divisible by
 exactly 100.

If an officer or employee has both money and property responsibility, only one bond is necessary to cover both responsibilities, but the amount of the bond will be fixed at the total amount to be arrived at in accordance with the foregoing schedule, provided however, that the amount shall in no case exceed P3,750,000.00.

It will be noted that while the maximum bond is fixed at P3,750,000.00 no limitation is being fixed for the maximum cash or property responsibility. This is so because the amount of cash and/or property responsibility depends upon the actual needs and requirements of the service. Such being the case and since it is the Government that is bonding its officers and employees, it devolves upon the officials concerned to exert utmost efforts to see to it that the amount of cash and/or property responsibility of the bonded officers and employees is limited to the actual needs and requirements of the service such limits not to exceed the amount of bond. Whenever the amount of the bond or cash reserve is exceeded, the accountable officer as well as the officer to whom he is directly responsible should take immediate steps to have the excess transferred from his/her possession."

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2. Pursuant to the authority granted under Section 321 of the Revised Administrative Code, Section 1, Rule VI of Treasury Memorandum Circular No. 1-71 is hereby amended to read as follows:

RULE VI - DETERMINATION OF PREMIUM RATES

"Section I - The premium chargeable for insurance in the Fidelity Fund shall be at the rate of $\frac{1}{2}$ of 1 per centum per annum, payable semi-annually in advance on the first day of January and July of each year."

All Heads of Ministries, Bureaus, Offices, Schools, Colleges and Universities, Government owned and/or controlled corporations, Emergency Hospitals, and Regional Offices, Provincial, City Treasurers and Municipal Treasurers within the Metro Manila area shall take the necessary steps to have the existing bonds of their accountable officers adjusted to conform to the new schedule as prescribed herein by submitting to the Bureau of the Treasury not later than November 30, 1982 a new Request for Bonding (Gen. Form No. 57-A, Revised March 24, 1976) and at the same time by requesting for the cancellation of their present bonds.

The premium rates as revised shall be made to apply beginning the first semester of 1983.

All orders, rules and regulations inconsistent herewith are hereby revoked and/or modified accordingly.

This Circular shall take effect immediately after the approval by the Minister of Finance.

(Sgd.) VICTOR C. MACALINCAG
Deputy Minister of Finance and
Actg. Treasurer of the Philippines

APPROVED

(Sgd.) CESAR VIRATA
Minister of Finance

September 13, 1982

FBD/RAJ/csr