

2016-08-018



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

MASTER COPY

*Handwritten initials*

August 8, 2016

**MEMORANDUM**

**TO :** All Deputy Commissioners  
All District Collectors

**SUBJECT :** **INVENTORY OF ALL GOVERNMENT OWNED VEHICLES  
ASSIGNED TO VARIOUS OFFICES/GROUPS/PORTS**

---

In line with the reforms being implemented to this Bureau and to ensure proper accountability of all government owned properties, you are hereby directed to submit the following documents of all the motor vehicles assigned to your offices/groups/ports:

1. Memorandum Receipt for Equipment, Semi-Expendable and Non-Expendable Property (MRE), Acknowledgement Receipt for Equipment (ARE) or Property Acknowledgement Receipt (PAR);
2. Photocopy of Original Receipt (OR);
3. Photocopy of Certificate of Registration (CR); and
4. Photos of all sides of the motor vehicle (front, rear, left side, right side).

All required documents should be submitted to the General Services Division or you may send it thru e-mail at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph) on or before August 10, 2016.

Thank you for your cooperation and assistance.

  
**NICANOR E. FAELDON**  
Commissioner



AUG 09 2016