

2017-08-024



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

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August 7, 2017

MEMORANDUM

TO : ALL DEPUTY COMMISSIONERS
ALL CHIEFS OF DIVISION
ALL CONTRACT OF SERVICES
ALL CONCERNED

FROM : THE OFFICER-IN-CHARGE
Internal Administration Group

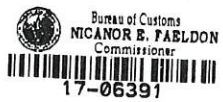
SUBJECT: Documentary Requirements for payment of services rendered by Contracts of Service

- 1.0 In consonance with the previous Memorandum dated 03 July 2017 by the Honorable Commissioner on the services rendered by Contract of Services setting thereof the documentary requirements for payment of services rendered, this will also apply to the Offices under the Office of the Commissioner and all Groups.
- 2.0 The documentary requirements are enumerated as follows:
 - Certified true copy of the Contract of Service
 - Daily Time Record duly signed by the Chief/Head of Unit to which the Job Contract is assigned;
 - Accomplishment Reports
- 3.0 This will take effect for the pay period July 1-31, 2017 and henceforth.
- 4.0 It is understood that non-submission will result to the delay/non-payment for services rendered.
- 5.0 For strict compliance.

[Signature]
HENRY ANTHONY M. TORRES

APPROVED
 DISAPPROVED

[Signature]
NICANOR E. FAELDON
Commissioner
Date: AUG 23 2017



2017-08-006



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

July 3, 2017

MEMORANDUM

TO : ALL DISTRICT COLLECTORS
ALL DEPUTY COLLECTORS FOR ADMINISTRATION
ADMINISTRATIVE OFFICERS
ALL CONTRACT OF SERVICES
ALL CONCERNED

FROM : THE OFFICER-IN-CHARGE
Internal Administration Group

SUBJECT: Payment For Services of Contract of Services assigned at Ports/Subports

- 1.0 In relation to the Memorandum of the Commissioner dated June 27, 2017, this shall refer to payment for services rendered of Contract of Services assigned at the Ports and Sub-Ports.
- 2.0 In order to expedite the process and ensure the timely payment for services rendered of Contract of Services the following procedures shall be followed:
 - a. Administrative Officers (AO), shall include in their monthly request for funding the allocation under Maintenance and Other Operating Expenses (MOOE)- Other Professional Services.
 - b. The request should be submitted to the Budget Division, Financial Management Division on the 3rd week of the month preceding the payment for the said expense.
 - c. Documentary requirements for the preparation of Payroll/Disbursement Voucher :
 - Certified true copy of the Contract of Service
 - Daily Time Record duly signed by the Chief/Head of Unit to which the Job Contract is assigned;
 - Accomplishment Reports
 - d. All appropriate taxes shall be withheld such as:
 - 3% Percentage Tax
 - 10% Expanded Withholding Tax
- 3.0 The implementation period shall be closely monitored by the Accounting Division, Financial Management Division.
- 4.0 All Contract of Service at the Central Office shall continue to submit their DTRs at the HRMD.
- 5.0 This will be effective for the pay period July 1-31, 2017 and henceforth.
- 6.0 For guidance and compliance.


HENRY ANTHONY M. TORRES

APPROVED

DISAPPROVED


NICANOR E. FAELDON

Commissioner

Date: JUL 05 2017

