

2017-11-001



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

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MEMORANDUM

TO : All District Collectors
Ports/sub-ports
Administrative Officers
Port Accountants/Budget Officers
All others concerned

FROM : *S. J. ROSALES*
GLADYS F. ROSALES
OIC-Deputy Commissioner
Internal Administration Group

SUBJECT : Deadlines on the submission of reports

DATE : October 27, 2017

Pursuant to the provisions of PD 1445 "State Audit Code of the Philippines" and Section 60 of Government Accounting Manual, the following deadlines on the submission of financial reports shall be strictly observed:

Statement/Reports	Period Covered	Deadline
Report of Disbursement/ Payrolls/Report of Checks Issued/Report of Collections	January to November 2017	December 05, 2017
Report of Disbursement/ Payrolls/Report of Checks Issued/Report of Collections	December 1-31, 2017	January 15, 2018

Similarly, all unsubmitted reports from 2016 and prior years shall be submitted on December 05, 2017.

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

For strict compliance.