

2018_05-027



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

[Handwritten Signature]
MASTER COPY

MEMORANDUM

TO : Cashiers/Disbursing Officers
Administrative Officers
OCOM/Ports/sub-ports

FROM : *[Handwritten Signature]*
GLADYS F. ROSALES, MPA, CESE ✓
Chief of Staff, Office of the Commissioner and Concurrent
Deputy Commissioner, Internal Administration Group (IAG)

SUBJECT : Maintenance and updating of Index of Payments (IoP)

DATE : May 24, 2018

In compliance with Section 17 of the Government Accounting Manual (GAM), you are required to maintain and update the **Index of Payment (IoP)** for each employee to monitor payments made effective January 2018.

The Accounting Division shall check/monitor regularly the compliance to this requirement.

Attached is the IoP form for your reference.

Cc:
File
Office of the COA Auditor

INDEX OF PAYMENTS

Entity Name: _____

Fund Cluster: _____

Creditor: _____			Address: _____			Employee No.: _____			
						TIN: _____			
Date	Reference/DV/ Payroll No.	Particulars	Check/LDDAP-ADA		AMOUNT				
			Date	No.	Gross Amount	Deductions			Net Amount