



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

OCOM Memo No. **39-2023**

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## MEMORANDUM

**TO :** ALL DISTRICT AND SUB-PORT COLLECTORS  
BUDGER OFFICERS  
ALL OTHERS CONCERNED

**FROM :** BIENVENIDO Y. RUBIO  
Commissioner  
*[Signature]* MAY 09 2023

**SUBJECT :** REITERATION OF CUSTOMS MEMORANDUM ORDER NO. 30  
2021 ENTITLED POLICIES AND PROCEDURES FOR FUNDING  
REQUESTS OF COLLECTION DISTRICTS

**DATE :** 27 April 2023

This relates to the issues and concerns raised during the Collector's Conference last 24 March 2023 wherein issues regarding the budgetary requirements of Collection Districts and Groups of the Bureau were discussed.

Relative thereto, Customs Memorandum Order (CMO) No. 30-2021 dated 23 June 2021 provides for the procedures to be followed for the funding requests by the Collection Districts and the operational provisions for Personnel Services, Maintenance and Other Operating Expenses (MOOE) and Capital Outlay expenditure.

Sections 5.1 and 5.2 of the above CMO provides that the monthly Personnel Services must be submitted every 25<sup>th</sup> day of the preceding month and for the quarterly MOOE requests every 25<sup>th</sup> day of the preceding month of the Quarter<sup>1</sup>.

Further, Section 4.4 of the same CMO states that it shall be the responsibility of the Chief, Administrative Division to monitor the work of the Budget Officers to ensure that monthly/quarterly requests for funding are made in a timely manner<sup>2</sup>.

Lastly, it must be given emphasis that such funding requests must adhere with the abovementioned CMO and all other budgetary, accounting, and auditing rules and regulations.

For strict compliance.

<sup>1</sup>CMO 30-2021 Policies and Procedures for funding requests of Collection Districts, 23 June 2021, Section 5  
<sup>2</sup>ibid p.3