



BUREAU OF CUSTOMS

Professionalism Integrity Accountability



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MEMORANDUM

FOR : ALL DEPUTY COMMISSIONERS

FROM : LEANDRO A. LOYAO III
Head
 Interim Internal Quality Management System Office

SUBJECT : SUBMISSION OF CERTIFICATE OF INVENTORY OF RESOURCES/CERTIFICATE OF TURN OVER OF RESOURCES

DATE : August 28, 2020



This is in connection to OCOM Audit Observation Memorandum (AOM) No. 2020-028 (19) dated June 19, 2020 issued by the Commission on Audit.

In the said AOM, COA recommended to the Bureau of Customs Commissioner the establishment and circularization of an administrative policy on the proper turnover of documents to ensure that all retiring, resigning, terminated and reassigned/reshuffled employees, prepare an inventory of all his/her accountability (funds and documents), including unfinished duties and responsibilities which shall be properly acknowledged/receipted by the incoming officers.

As part of our compliance in the above AOM, Customs Memorandum Order No.17-2020 re: Preparation and Submission of Certificate of Turnover of Resources (CTOR) was issued and published on August 10, 2020.

In view of the foregoing, all officials with station movement for the last two (2) months are requested to submit their respective CTORs. (CTOR template attached as Annex "A")

Further, to set a baseline relevant to the accounting of resources, those officials with no station movement are requested to submit their respective Certificate of Inventory of Resources (CIOR). (CIOR template attached as Annex "B")

It is noteworthy that the date of CTOR/CIOR must be as of August 31, 2020 and the same shall be submitted to the Office of the Commissioner thru: The Head, Interim Internal Quality Management System Office (IIQMSO) on or before September 10, 2020.

For concerns relevant to the above, you may direct your call to the program director thru these numbers: (+63) 9178849021 and (+63) 9171436433.

Thank you.

CERTIFICATE OF TURNOVER OF RESOURCES

TO WHOM IT MAY CONCERN:

1. THIS IS TO CERTIFY that I had turned over command of (Port) to (Incoming Head) pursuant to CPO no. _____
(dated).

2. This is to further certify that the following unit resources and their status as of (date), are true, complete and correct, and that I personally reviewed the same based on all resources that came to my attention and/or supervision:

A. MANPOWER COMPLEMENT

Manning	Regular	COS	Total
Office of the District Collector			
Administrative			
Assessment			
Operations			
Passenger Services			
Sub-Ports			
Support Offices			
- MISTG			
- XRAY			
- *CIIS			
- *ESS			

* Deployed in concurrent capacity in other Ports

B. FINANCIAL

B.1. STATUS OF FUNDS AND LIQUIDATION

Fund Category per PPMP	Obligated/ Funded	Disbursement	Liquidation	Report Submission	Remarks
Ex. MOOE - June 2020	100,000.00	90,000.00	90,000.00	Report of Disbursement as of June 2020 SMAU as of June 2020	Savings for the month

B.2. STATUS OF CASH ADVANCE

Nature	Amount of CA	Actual Disbursement	Liquidation	Remarks
<i>Ex. Travelling Expenses</i>	30,000.00	30,000.00	30,000.00	<i>Liquidation Report submitted with the complete documentary requirements</i>
<i>Petty Cash</i>	30,000.00	15,000.00	15,000.00	<i>Liquidation Report submitted and for Fund Replenishment</i>

B.3. COA COMPLIANCES / FINANCIAL REPORTS

Nature	Management Comment	Actions Taken	Remarks
<i>Ex. AOM and other COA requirements</i>	<i>To discuss with concerned office</i>	<i>Prepared Report</i>	<i>Fully Implemented/ Not Implemented</i>
<i>Bank Reconciliation Statement</i>	<i>General Fund/Trust Fund</i>	<i>Prepared BRS</i>	<i>BRS submitted to COA and Accounting Division, FMO as of June 2020</i>
<i>Report of Collection</i>	<i>General Fund/Trust Fund</i>	<i>Prepared the Report of Collection</i>	<i>Submitted RC as of June 2020</i>
<i>Report of Disbursement</i>	<i>General Fund/Trust Fund</i>	<i>Prepared the Report of Disbursement</i>	<i>Submitted RD as of 2020</i>

C. LOGISTICS

C.1. STATUS OF PROJECT IMPLEMENTATION

	Name of Project	Amount	% Of Completion	Remarks
LOCAL				
OTHER AGENCIES				

C.2. STATUS OF PROCUREMENT

MASTER COPY

Description	Amount	Completion Dates	Remarks

C.3. INVENTORY OF SUPPLIES

Description	Maintenance of Stock Card	Stock on Hand	Remarks
<i>Ex. Supplies – Bond Paper</i>	<i>Complete, as of June 2020</i>	<i>20 reams A4</i>	<i>Available for distribution</i>

C.4. INVENTORY OF PROPERTY, PLANT AND EQUIPMENT

Nature	Details	Status	Remarks
<i>Ex. Land</i>	<i>With existing MOA with PPA</i>	<i>Lease Payments – P10,000 / mo</i>	<i>Rent paid as of June 2020</i>
<i>Ex. Generator set</i>	<i>Five (5) units – 2HP Two (2) units – 3HP</i>	<i>For disposal</i>	<i>Need additional unit for back-up</i>
<i>Ex. Fleet Card</i>	<i>Two (2) Cards</i>	<i>Loaded</i>	<i>Partially used for previous month consumption</i>

D. OPERATIONS AND ASSESSMENT (DATA FOR RELEVANT OPERATIONS)

Documents to be turned over	Status (As of last day of service at the Port)	Remarks
1.) Number of Overstaying, Forfeited and Abandoned Containers and/or Cargoes (Please indicate Disposal Plan hereof)		
2.) Number of existing CBWs		
3.) Number of Existing CY-CFS if any		
4.) Average Yard Utilization Status		
5.) Other Documents Related to Operations		

E. COLLECTION PERFORMANCE (IN MILLION PESOS)
For the collection period _____

Period	Target	Actual	DEVIATION vs TARGET	
			Amount	%
<i>Ex. January</i>	423	454	32	7.5
<i>February</i>	339	364	26	7.6
<i>March</i>	338	239	-99	-29.2
<i>April</i>	264	389	125	47.4
<i>May</i>	252	422	170	67.6
<i>June</i>	308	333	24	7.9
<i>July</i>	360	148	-212	-58.9

Prepared and Certified Correct By:

(Highest Administrative Officer)

CERTIFICATION OF THE OUTGOING HEAD

I certify the truthfulness and reliability of the pertinent records of transactions during my incumbency that were turned over to _____ *(Incoming Head)* _____.

(Outgoing Head)

CERTIFICATE OF INVENTORY OF RESOURCES

COMMISSIONER REY LEONARDO B. GUERRERO

Office of the Commissioner

Bureau of Customs

Attn: Head, IIQMSO

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				<i>SMAU as of June 2020</i>	

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Prepared By:

Certified Correct By:

(Administrative Officer)

(District Collector)

Noted By:

(Commissioner)

**The documents attached herewith forms part of this Certificate of Turnover of Resources (CTOR)*

List of Attachments:

- A. Manpower Complement*
- B. Financial*
 - B.1. Status of Funds and Liquidation*
 - B.2. Status of Cash Advance*
 - B.3. COA Compliances/Financial Reports*
- C. Logistics*
 - C.1. Status of Project Implementation*
 - C.2. Status of Procurement*
 - C.3. Inventory of Supplies*
 - C.4. Inventory of Property, Plant, and Equipment*
- D. Operations and Assessment*
 - D.1. Operations*
 - D.2. Assessment*