

2014\_08-004



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

August 18, 2014

**MEMORANDUM**

**TO :** ALL Deputy Commissioners  
Office of the Commissioner  
Service Directors  
District Collectors  
All Others Concerned

**FROM :** The Deputy Commissioner, IAG

**SUBJECT:** DESIGNATION OF ADMINISTRATIVE OFFICER FOR COMMON-USE OFFICE SUPPLIES FOR EACH GROUP/OFFICE/DIVISION

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- 1.0 It has been noted that the Bureau of Customs has no system of requisition, issuance, recording, and monitoring of common-use office supplies in each of the groups, offices, and collection districts. The Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) is the reference document for requisition of such supplies and materials supported with budget.
- 2.0 To rationalize and institute a system of requisition and issuance of common-use office supplies and materials and in compliance with COA regulations, may we request for each Group/Office to designate their Administrative Officers or staff to act as the custodian of all common-use supplies and materials. Henceforth, these Admin-Officers/Staff shall sign the Requisition and Issue Slip (RIS) and prepare a Statement of Receipt and Issuance of Supplies and Materials (SRISMs), sample format attached, starting last quarter of this year. A briefing will be conducted by the IAG on all administrative concerns in September 2014.
  - 2.1 We also request the Collection Districts to prepare the SRISMs.
- 3.0 Please submit the name of your respective Administrative Officer/Staff to the General Services Division, Administration Office on or before August 26, 2014.
- 4.0 Thank you for your cooperation.

  
**ARTURO M. LACHICA, CESO II**  
Deputy Commissioner, IAG

15 AUG 2014

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BUREAU OF CUSTOMS  
STATEMENT OF RECEIPT & ISSUANCE OF SUPPLIES AND MATERIALS

SAMPLE ONLY

Date: \_\_\_\_\_

OFFICE: \_\_\_\_\_

Stock Number	Item Description, Specifications, Stock/Reorder No. (Use PS Price List)	UNIT of ISSUED	BEGINNING BALANCE			REQUISITION		RECEIPTS				ISSUED		BALANCE ON HAND	
			QTY	PRICE	AMOUNT	DATE	RIS No.	DATE	QTY	PRICE	AMOUNT	QTY	AMOUNT	QTY	Amount
7510-PH-022-001	ALCOHOL	bottle	14	40.05	560.70							14		0	-
	Battery, AAA, alkaline	pack	4	15.27	61.08							2		2	30.54
	Battery, AA, alkaline	pack	0		-									0	
	Clip, bulldog (3")	piece	9	8.00	72.00							6	48.00	3	24.00
	CLIP, backfold, 25mm, 12pcs/box	pcs	100	1.05	105.00							66	69.30	34	35.70
	Clip, backfold, 32mm	pcs	100	1.55	155.00							76	117.80	24	37.20
	Compack Disk Recordable	piece	30	10.30	309.00							20	206.00	10	103.00
	Data Folder	piece	30	66.70	2,001.00							7	466.90	23	1,534.10
7510-XL-038-001	Sign Pen, blue	piece	8	36.30	290.40							6	217.80	2	72.60
7510-XL-038-002	Sign Pen, black	piece	8	36.30	290.40							7	254.10	1	36.30
7510-PH-014-003	Envelope, expanding, kraft	box	500	0.99	496.30							8		492	488.36
7510-PH-014-002	ENVELOPE brown legal, 500s/box (P483.40/box)	pcs	200	0.97	194.00							8	7.76	192	186.24
7510-PH-014-008	ENVELOPE documentary, for A4, kraft, 229mm x 324mm	pcs.	500	1.30	650.00							55		445	578.50
	Flash Drive, 4GB capacity, USB	piece	4	462.80	1,851.20							4	1,851.20	0	-
7510-PH-017-001	Fastener	box	3	58.15	174.45							1		2	116.30
7510-XL-055-001	GLUE all purpose, in jar w/ applicator	jar	2	45.45	90.90									2	90.90
	Index Tab, self-adhesive	box	11	62.40	686.40									11	686.40
7510-PH-028-001	MARKER fluorescent, assorted colors, 3 colors per set	set	3	56.20	168.60									3	168.60
7510-PH-018-008	MORROCCO FOLDER, legal size (P207.50/pack)	pcs	30	4.15	124.50							3		27	112.05
	Notebook, Stenographer	piece	12	7.80	93.60							6		6	46.80
7510-XL-061-002	NOTE pad 3"x4"	pad	10	21.30	213.00									10	213.00
7510-PH-031-012	Paper, multicopy, A4	ream	36	160.20	5,767.20							36	5,767.20	0	-
7510-PH-031-005	Paper, PPC, A4	ream	36	124.80	4,492.80							31		5	624.00
	Paper, bond PG, legal	ream	10	152.90	1,529.00							4		6	917.40
7510-PH-032-001	PASTE solid, with water well and applicator, 200g, Prince	jar	2	13.35	26.70									2	26.70
7510-PH-047-003	TAPE transparent, 24mm (1") width	roll	1	7.00	7.00									1	7.00
7510-PH-052-001	TWINE, plastic, one kilo per roll	roll	1	43.20	43.20									1	43.20
7510-PH-031-008	Paper, Thermal,	roll	7	33.05	231.35							4		3	99.15
7510-PH-008-007	PAPER CLIP small	box	6	4.35	26.10									6	26.10
7510-PH-042-001	STAPLE WIRE standard, #35, 5000s/box, Joy brand	box	20	13.35	267.00									20	267.00
	DISKETTE 89mm (3.5"), DS, HD 10 pieces/box Imation	box	4	57.60	230.40									4	230.40
7510-PH-018-003	FOLDER file, tagboard, 14 points, for legal size papers/	pcs	300	2.35	705.00							33	77.55	267	627.45
7510-PH-018-009	FOLDER file, tagboard, for A4 size paper 0.36mm (14pt)	pcs	500	1.94	970.00							9	17.46	491	952.54
7510-PH-018-002	FOLDER, pressboard, legal 100 pcs/box (P728.00/box)	pcs	26	7.28	189.28							17		9	65.52
7510-PH-028-002	MARKING PEN, whiteboard black	each	2	15.60	31.20									2	31.20
7510-PH-028-003	MARKING PEN, whiteboard blue	each	2	15.60	31.20									2	31.20
7510-PH-028-006	MARKING PEN PERMANENT black	each	2	10.10	20.20									2	20.20

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BUREAU OF CUSTOMS  
STATEMENT OF RECEIPT & ISSUANCE OF SUPPLIES AND MATERIALS

Date: \_\_\_\_\_

OFFICE: \_\_\_\_\_

Stock Number	Item Description, Specifications, Stock/Reorder No. (Use PS Price List)	UNIT of ISSUED	BEGINNING BALANCE			REQUISITION		RECEIPTS				ISSUED		BALANCE ON HAND	
			QTY	PRICE	AMOUNT	DATE	RIS No.	DATE	QTY	PRICE	AMOUNT	QTY	AMOUNT	QTY	Amount
7510-PH-028-007	MARKING PEN PERMANENT blue	each	2	10.10	20.20									2	20.20
7510-PH-030-001	NOTEBOOK stenographer's, GSP bond, 40 leaves, ruled	each	8	6.55	52.40									8	52.40
7510-PH-008-006	PAPER CLIP paper, Gem type, jumbo	box	10	10.85	108.50							2		8	86.80
	PAPER CLIP paper, Gem type, small	box	10		-							1		9	-
7510-PH-033-002	PENCIL lead, with eraser, medium size, Tommie Brand	pcs	100	1.30	130.00							40		60	78.00
7510-PH-034-001	RECORD BOOK 300, 215mm x 275mm, 55gsm., Smyth	book	3	55.00	165.00							2		1	55.00
7510-PH-034-002	RECORD BOOK 500 pages, Smyth sewn w/ "Official R	book	0	74.55	-									0	-
7510-PH-047-001	TAPE masking, 24mm (1") width, usable length of 50M	roll	4	22.15	88.60							3		1	22.15
<b>TOTAL</b>															
					<b>23,719.86</b>									<b>9,101.07</b>	<b>8,844.20</b>

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

Administrative Officer/Designated Administrative Staff

Deputy Commissioner/Director/District Collector