

2014_05-011



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

May 16, 2014

MEMORANDUM

FOR : The Office of the Commissioner, Deputy Commissioners - IG, EG, RCMG, MISTG, AOCG, and all Designated Administrative Officers

FROM : The Deputy Commissioner
Internal Administration Group

SUBJECT : Payment for Services of Personnel Hired on Contract of Service

- 1.0 To ensure timely payment for services rendered, effective June 2014, all personnel on contract of service shall submit their Daily Time Record (DTR) to the Human Resource Management Division (HRMD) on or before the 3rd working day of the succeeding month.
- 2.0 Only Daily Time Records certified correct by the Administrative Officer concerned and countersigned by the Director/Deputy Commissioner where the said personnel are assigned shall be submitted to the HRMD for transmittal to the Accounting Division.
- 3.0 The Budget Division and Accounting Division shall prepare and process the Obligation Request (OBR)/ Disbursement Voucher (DV) within four (4) working days upon receipt of complete documents and shall transmit the same to the Cashier for preparation of the check.
- 4.0 The Administration Office shall ensure that payment shall be done on or before the 8th working day of the succeeding month.
- 5.0 For guidance and compliance.


MYRNA S. CHUA