



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MEMORANDUM

TO : BUREAU OF CUSTOMS PORTS AND SUBPORTS
DISTRICT COLLECTOR

ATTENTION: ADMINISTRATIVE OFFICER
PORT ACCOUNTANT
SUPPLY OFFICER

SUBJECT : REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND
EQUIPMENT FOR YEAR 2015

DATE : MARCH 29, 2016

You are hereby directed to conduct an Actual Physical Count of Property, Plant and Equipment as of to date in compliance with the recommendation of Bureau of Customs - Commission on Audit.

The Inventory team will be validating the aforementioned reports on the following dates:

PERIOD	PORT/SUBPORT	NAME
April 14, 2016 April 15, 2016	MICP	Mr. Mark Gil Mateo Mr. Marco P. De Gracia
April 12, 2016 April 15, 2016	Port of Batangas	Mr. Alfonso Louis L. Bermudez Mr. Aaron Alberto Escalona
April 12, 2016 April 15, 2016	Sub Port of Siain	Mr. Arthur Hagins Mr. Jefferson Bañez
April 19, 2016 April 22, 2016	Port of Aparri Sub Port of Currimao Sub Port of Laoag	Mr. Alfredo Palma Mr. Alfonso Louis L. Bermudez
April 19, 2016 April 22, 2016	Port of San Fernando Sub Port of Salomague Sub Port of Baguio	Ms. Raquel de Jesus Ms. Joyce Florentino
April 19, 2016 April 22, 2016	Sub Port of Sual	Ms. Ann Queenie Subingsubing Mr. Aaron Alberto Escalona
April 26, 2016 April 29, 2016	Cagayan de Oro Cagayan de Oro Airport	Mr. Alfonso Louis L. Bermudez Mr. Aaron Alberto Escalona



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April 26, 2016	April 29, 2016	Mindanao Container Terminal	Mr. Jefferson Bañez Mr. Bryan Daryl Calang
April 26, 2016	April 29, 2016	Sub Port of Iligan Sub Port of Ozamis	Mr. Alfredo Palma Mr. Marco P. De Gracia
May 03, 2016	May 06, 2016	Port of Surigao Surigao Office	Ms. Raquel de Jesus Mr. Bryan Daryl Calang
May 03, 2016	May 06, 2016	Sub Port of Bislig Sub Port of Nasipit	Mr. Alfredo Palma Mr. Alfonso Louis L. Bermudez
May 12, 2016	May 13, 2016	Port of Legaspi	Mr. Jefferson Bañez Ms. Estephanie Mae A. Salceda
May 12, 2016	May 13, 2016	Sub Port of Puerto Princesa	Mr. Alfredo Palma Mr. Alfonso Louis L. Bermudez
May 17, 2016	May 20, 2016	Port of Iloilo Iloilo Office	Mr. Alfonso Louis L. Bermudez Mr. Marco P. De Gracia
May 17, 2016	May 20, 2016	Sub Port of Bacolod Sub Port of Pulupandan	Mr. Alfredo Palma Ms. Abegail Igna
May 24, 2016	May 27, 2016	Port of Subic	Ms. Raquel de Jesus Ms. Ann Queenie Subingsubing
May 24, 2016	May 27, 2016	Port of Clark	Mr. Alfredo Palma Mr. Marco P. De Gracia
May 24, 2016	May 27, 2016	NAIA	Mr. Alfonso Louis L. Bermudez Mr. Aaron Alberto Escalona
May 31, 2016	June 03, 2016	Port of Cebu Cebu Office	Ms. Abegail Igna Mr. Ronn Mark Rubio
May 31, 2016	June 03, 2016	Sub Port of Mactan	Mr. Alfredo Palma Mr. Marco P. De Gracia
May 31, 2016	June 03, 2016	Sub Port of Dumaguete	Ms. Raquel De Jesus Ms. Michelle N. Tablazon
June 06, 2016	June 10, 2016	Port of Manila	Mr. Fernando Cariño Mr. Mark Gil Mateo
June 06, 2016	June 10, 2016	OCOM	Mr. Aaron Alberto Escalona Mr. Bryan Daryl Calang
June 07, 2016	June 10, 2016	Port of Davao Davao Office Davao International Airport	Mr. Alfredo Palma Mr. Alfonso Louis L. Bermudez
June 07, 2016	June 10, 2016	Sub Port of Dadiangas Sub Port of Parang	Ms. Raquel de Jesus Ms. Ann Queenie Subingsubing
June 14, 2016	June 17, 2016	Port of Tacloban	Mr. Alfonso Louis L. Bermudez



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	Tacloban Office	Mr. Arthur Hagins
June 14, 2016 June 17, 2016	Sub Port of Isabel Sub Port of Catbalogan	Ms. Emma V. Villajos Ms. Abegail Igna
June 14, 2016 June 17, 2016	Port of Zamboanga Zamboanga Office Zamboanga International Airport	Mr. Alfonso Louis L. Bermudez Mr. Bryan Daryl Calang
June 21, 2016 June 24, 2016	Sub Port of Jolo Sub Port of Tawi tawi	Ms. Estephanie Mae A. Salceda Ms. Emma V. Villajos

Attached herewith is the prescribed inventory form.

For strict compliance.

EXEQUIEL GEMPRON
Deputy Commissioner
Internal Administration Group

Noted by:

ALBERTO D. LINA
COMMISSIONER

Bureau of Customs
ALBERTO D. LINA
Commissioner
16-02477
APR 08 2016