

2018-02-032



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

Isidro
MASTER COPY

MEMORANDUM

TO : Central Records Management Division
Piers and Inspection Division, POM
Liquidation and Billing Division, POM
Liquidation and Billing Division, MICP
Administration Office, MICP

ALL OTHERS CONCERNED

SUBJECT : Transfer of Storage of Documents at Old National
Printing Office (NPO) Building

DATE : February 08, 2018

In the interest of fast-tracking the on-going rehabilitation of the Old NPO Building, order is hereby given to the above Customs personnel to vacate and facilitate the transfer of your respective offices' documents stored at subject building within ten (10) days from date hereof. Further, kindly note the volume of documents required to be transferred in attached list.

Make the necessary coordination with your respective Administrative Offices for the proper disposition, storage and safekeeping of all your accountable documents to ensure its integrity.

For strict compliance.

ISIDRO S LAPEÑA, PhD., CSEE
Commissioner



FEB 15 2018

List of End-Users need to Transfer the existing documents

At Ground floor

> COA (Vol = $4.3 \times 430.73 = 1,852.14$ cum)

At second floor

> PID (Volume = $3 \times 75.87 = 227.61$ cum)

> LBD, MICP # 5 (Vol = $3 \times 75.87 = 227.61$ cum)

> CRMD (Vol = $3 \times 75.87 = 227.61$ cum)

> Admin, MICP # 1 (Vol = $3 \times 75.87 = 227.61$ cum)

> LBD, MICP # 2 (Vol = $3 \times 75.87 = 227.61$ cum)

> LBD, MICP # 6 (Vol = $3 \times 75.87 = 227.61$ cum)

- > LBD, MICP # 4 (Vol = $3 \times 150.58 = 451.74$ cum)
- > LBD, MICP # 7 (Vol = $3 \times 150.58 = 451.74$ cum)
- > Other Stock Room (Vol = $3 \times 746.86 = 2240.58$ cum)

Total Vol. of Documents

$$= 6,361.86 \text{ cum (Gross Volume)}$$

Net Vol. of Documents

$$= 3,817.12 \text{ cum (Estimated Volume)}$$

2018-02-032 P.4



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

Copy
MASTER COPY
213 - 527
Internal Admin. Group
Received by: *[Signature]*
Date: 02-09-18
Time: 10

MEMORANDUM

FOR : ISIDRO S LAPEÑA, PhD., CSEE
Commissioner

THRU : *[Signature]* 13 Feb
GLADYS F. ROSALES, MPA, CSEE
Deputy Commissioner, Internal Administration Group

FROM : *[Signature]*
GLADYS D. FONTANILLA-ESTRADA
Acting Chief, General Services Division

SUBJECT : Transfer of Storage of Documents at Old National
Printing Office (NPO) Building

DATE : February 08, 2018

BUREAU OF CUSTOMS
OFFICE OF THE COMMISSIONER
RECEIVED
FEB 13 2018
BY: *[Signature]* TIME: 2:04

Bureau of Customs
Office of the Commissioner
Incoming Document No.
18-03315

BUREAU OF CUSTOMS
GENERAL SERVICES DIVISION
RECEIVED
FEB 20 2018
BY: *[Signature]*
TIME: 9:48

BACKGROUND:

1. References:
 - a. Verbal instruction to the above signed to issue memorandum anent transfer of documents stored at Old NPO Building to fast-track subject building's rehabilitation.
 - b. List of end-users need to transfer existing documents at Old NPO Building

DISCUSSION:

2. In compliance to the directive of the Commissioner and to fast-track the on-going rehabilitation of subject building, attached herewith is a memorandum to the offices concerned to facilitate the transfer of documents stored at subject building within ten (10) days from date thereof. Also attached is a letter to the Supervising Auditor, Commission on Audit requesting for coordination with the office of the above-signed and for a COA representative to witness transfer of subject documents.

RECOMMENDATION:

3. Requesting for approval and signature of memorandum directing concerned offices to facilitate transfer of their documents stored at Old NPO Building.
4. Requesting for approval and signature of letter to Commission on Audit requesting for the facilitation of transfer of COA documents stored at subject building.

2018-02-032 P.5

Isidro
MASTER COPY

DECISION MATRIX

APPROVED

DISAPPROVED

Isidro
ISIDRO S LAPEÑA, Ph.D., CSEE
Commissioner

REMARKS:



Bureau of Customs
ISIDRO S LAPEÑA
Commissioner
18-02753

FEB 15 2018

