



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

**MEMORANDUM**

TO : **The Deputy Commissioners  
The District Collectors  
Personnel Hired on Contract of Service (COS)  
Others Concerned**

FROM : **The Deputy Commissioner, IAG**

SUBJECT : **Payment for Services Rendered by COS Personnel via  
Automated Teller Machine (ATM)**

DATE : August 26, 2014

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- 1.0 Pursuant to DBM Circular Letter No. 2013-16 and 2013-16A (Implementation of the Expanded Modified Direct Payment Scheme with the shift to the checkless mode of payment), the wages of COS personnel will be paid via ATM effective October 2014.
- 2.0 In this regard, all COS personnel are required to open an account with any branch of the Land Bank of the Philippines (LPB), which is the authorized Modified Disbursement System-Government Servicing Bank (MDS-GSB) of the Bureau of Customs.
- 3.0 Please submit to the Accounting Division your respective ATM bank account number/bank branch to which your/their wages shall be credited.
- 4.0 Processing of payment shall still be in accordance with Memorandum dated May 16, 2014 of the Deputy Commissioner, IAG re: Payment for Services of Personnel Hired on Contract of Service.

  
**ARTURO M. LACHICA, CESO II**

cc: The Resident COA Auditor

2014\_05-011



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

**MASTER COPY**

May 16, 2014

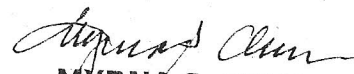
**MEMORANDUM**

**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 3<sup>rd</sup> 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 8<sup>th</sup> working day of the succeeding month.
- 5.0 For guidance and compliance.

  
**MYRNA S. CHUA**