



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRADE  
BUREAU OF CUSTOMS

February 29, 2016

**CUSTOMS MEMORANDUM CIRCULAR**  
**NO. 28-2016**

TO: All Deputy Commissioners  
All Directors / District and Port Collectors  
All Chiefs of Divisions Concerned

**SUBJECT:** *Lost Bureau of Customs Official Receipts (BCOR) Form 38-A with Serial Nos. 0186985751 to 0186985900*

Three (3) pads of BCOR/Form 38-A with Serial Nos. 0186985751 to 0186985900 were reported lost by Mr. Alfonso Louis L. Bermudez, Administrative Assistant II, GSD.

To this effect, an Affidavit of Loss executed by Mr. Bermudez is herein attached.

In order to ensure that unauthorized usage thereof is avoided, it is incumbent upon the Chiefs of concerned offices / divisions / units to keep a permanent record of all lost documents as reference if secondary evidence is availed of in lieu of the lost original documents, and that if recovered, the same will not be used or utilized as they are deemed cancelled.

For your information and guidance.

Please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

**ALBERTO D. LINA**  
Commissioner



**FEB 29 2016**

Republic of the Philippines )  
City of Manila )  
X-----X

## AFFIDAVIT OF LOSS

I, **Alfonso Louis L. Bermudez**, of legal age, Filipino, single and a resident of 15-S tower 1, Pioneer Woodlands, Mandaluyong City, after having been duly sworn to in accordance with law, depose and state THAT:

1. That I am currently employed as Administrative Assistant II with the Bureau of Customs (BOC) with Employee Number – 201500016;
2. That on January 6, 2016, I, together with Ronn Mark J. Rubio, received a request from the Postal Office – Taguig Three (3) pads of Form 38-A and Form 116;
3. That the said forms are to be collected on January 13, 2016 by the same requesting party;
4. That I, together with Mr. Rubio, prepared, sorted, and relocated the said forms to the designated sorting area for accountable forms on January 7, 2016 inside the General Services Division Supply Room;
5. That the said forms were ready to be collected and was inside the General Services Division Supply Room;
6. That on January 13, 2016, when Mr. Rubio went to the General Services Division Supply Room to get the said accountable forms, he noticed that **three (3) pads of Form 38-A with serial numbers: 0186985751-0186985900** were no longer in the said sorting area;
7. That despite diligent effort to locate the missing three (3) pads of Form 38-A, it can no longer be found and proved to be beyond recovery;

**IN WITNESS WHEREOF**, I have hereunto set my hand this **January 14, 2016** in Manila City, Metro Manila, Philippines.



**Alfonso Louis L. Bermudez**  
Affiant

SUBSCRIBED AND SWORN  
BEFORE ME THIS **JAN 14 2016**

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PAGE NO. 28  
BOOK NO. I  
SERIES OF 774

**ATTY. AGUSTIN B. CABREDO**  
Notary Public for Manila  
Notarial Commission No. 2015-109  
Until December 31, 2016  
Rm. 409, First United Bldg. Co.,  
Ermita, Manila  
Rm. No. 2007  
PTR No. 0000717-1-1017 Manila  
IBP Notary Member 0007  
MCLE No. V 0003139-07-00-16

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