



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA 1099

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MEMORANDUM

TO : ALL PERSONNEL UNDER CONTRACT OF SERVICE

FROM : *Handwritten signature*
GLADYS F. ROSALES, MPA, CESE_g
Chief-of-Staff, Office of Deputy Commissioner
Internal Administration Group (IAG)
GR

SUBJECT : **REQUIRED DOCUMENTS FOR PROCESSING OF PAYMENT OF SERVICES RENDERED BY PERSONNEL UNDER CONTRACT OF SERVICE**

DATE : **04 September 2018**

1.0 In relation to the processing of payment of services rendered by all personnel under Contract of Service with approved contracts for the period July to December 2018, you are hereby required to submit **two (2) original copies** of the following documents to the Human Resource Management Division (HRMD):

- a. Daily Time Record with attached Biometric Printout;
- b. Monthly Report of Absences and Undertimes (MRAU);
- c. Accomplishment Report;
- d. Certificate of Assumption; and
- e. Certification that services being rendered cannot be provided by a regular or permanent employee, signed by the division/sub-port/port head.

2.0 For personnel under Contract of Service assigned at the Office of the Commissioner, please take note that if there are no entries reflected in the Biometric DTR printout, the entries in the Official Contract of Service Attendance Logbook which can be found in the Office of the Commissioner (OCOM) lobby, shall be used as basis for the official time in/out.

However, if there are no entries in the Biometric DTR printout nor in the Official Contract of Service Attendance Logbook, the person concerned shall be automatically marked absent.

3.0 In compliance to the Commission of Audit (COA) rules and regulations, tardiness and absences of personnel must be reflected in the Monthly Report



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of Absences and Undertimes (MRAU) and **to avoid delays** in processing of payment of services rendered.

- 4.0 Moreover, you are hereby reminded that Accomplishment Reports shall reflect actual duties performed which shall also be in accord with the functions stipulated in the approved contract.
- 5.0 For appropriate action and strict compliance.