

2014_08-004



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

August 18, 2014

MEMORANDUM

TO : ALL Deputy Commissioners
Office of the Commissioner
Service Directors
District Collectors
All Others Concerned

FROM : The Deputy Commissioner, IAG

SUBJECT: DESIGNATION OF ADMINISTRATIVE OFFICER FOR COMMON-USE OFFICE SUPPLIES FOR EACH GROUP/OFFICE/DIVISION

- 1.0 It has been noted that the Bureau of Customs has no system of requisition, issuance, recording, and monitoring of common-use office supplies in each of the groups, offices, and collection districts. The Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) is the reference document for requisition of such supplies and materials supported with budget.
- 2.0 To rationalize and institute a system of requisition and issuance of common-use office supplies and materials and in compliance with COA regulations, may we request for each Group/Office to designate their Administrative Officers or staff to act as the custodian of all common-use supplies and materials. Henceforth, these Admin-Officers/Staff shall sign the Requisition and Issue Slip (RIS) and prepare a Statement of Receipt and Issuance of Supplies and Materials (SRISMs), sample format attached, starting last quarter of this year. A briefing will be conducted by the IAG on all administrative concerns in September 2014.
 - 2.1 We also request the Collection Districts to prepare the SRISMs.
- 3.0 Please submit the name of your respective Administrative Officer/Staff to the General Services Division, Administration Office on or before August 26, 2014.
- 4.0 Thank you for your cooperation.


ARTURO M. LACHICA, CESO II
Deputy Commissioner, IAG

15 AUG 2014

