



**MEMORANDUM**

**TO :** ALL DISTRICT/PORT COLLECTORS

**FROM :** ALBERTO D. LINA  
 Commissioner

**SUBJECT :** Report on Auction Schedule / Inventory

**DATE :** January 05, 2016

For effective monitoring of Auction Sales of your respective ports, you are hereby directed to submit to this Office the above-mentioned subject on a monthly basis, following below format:

S.I. Number	Consignee/ Importer	Brief description of commodity	Minimum Price	Bid
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The report shall be submitted every first week of the current reporting month, e.g. January 2016 to be submitted within the week of January 4-8.

For strict compliance.

  
**ALBERTO D. LINA**  
 Commissioner

