

2018-08-012



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

*Ases.*  
MASTER COPY

MEMORANDUM

TO : **Disbursing Officers  
Port Accountants, Administrative Officers  
All Others Concerned**

FROM : *109 du Cabigon*  
**MARILOU A. CABIGON**  
Officer-In-Charge, Financial Management Office  
Concurrent Chief Accountant

SUBJECT : Submission of duly signed payroll

DATE : August 16, 2018

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In compliance with Bureau of Treasury (BTR) directive to stop maintaining payroll fund account, this is to reiterate our instruction to submit scanned copies of duly signed payroll to the email address [boc.acctgdivfmo@yahoo.com](mailto:boc.acctgdivfmo@yahoo.com).

Please be guided by the following procedures:

1. All requests for funding shall be supported by duly signed payrolls to the Budget Division on the 16<sup>th</sup> day of the preceding month, which shall be attached to the ORS for voucher preparation.
2. The Disbursing Officer shall continue to submit the payroll register (excel file) to the Accounting Division to the above cited email address on or before the 8<sup>th</sup> day of the month.
3. The funds requested to the Budget Division shall in all cases be equivalent to the payroll emailed/submitted to the Accounting Division, **otherwise payment of salary will be delayed.**
4. For exceptional cases wherein payroll needs to be adjusted, (death, optional retirement, resignation, suspension of employees) revised payroll with details of adjustment must be submitted without delay to the Accounting Division.
5. The Disbursing Officer shall continue to submit the payrolls to their respective COA Auditors for post audit purposes.