



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

October 28, 1992

CUSTOMS MEMORANDUM ORDER
NO. 112 - 92

To all District Collector
And all Others Concern
Monthly Submission of Time Cards

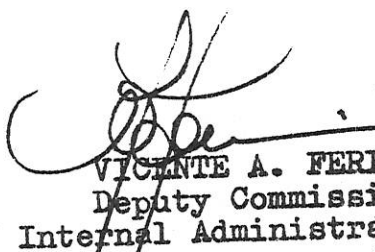
Section 2 of Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292 and other Pertinent Laws, provides:

"Sec. 2. Each head of department or agency shall require a daily record of attendance of all the officers and employees under him including those serving in the field or on the water, to be kept on the proper form and whenever possible, registered on the bundy clock."

Inasmuch as there are no bundy clocks installed in the different offices of this Bureau, the use of Form 48 in recording the attendance of employees is hereby allowed. However, Collectors of Customs, Chiefs of services, divisions and other units should certify on the required form that the employees concerned have actually rendered the required service for which payment of the corresponding salary is being claimed. Otherwise, the disbursing officer should refuse to pay the salary of any employee for which no daily record of attendance, duly certified by the immediate supervisor, has been presented.

Section 4 of the same Rule provides that "falsification or irregularities in the keeping of time records will render the guilty officer or employee administratively liable without prejudice to criminal prosecution as the circumstances warrant."

For strict compliance.


VICENTE A. FERIA, JR.
Deputy Commissioner
Internal Administration Group