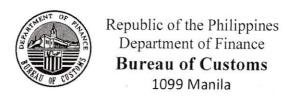
2018 - 02 - 032





MEMORANDUM

TO

Central Records Management Division

Piers and Inspection Division, POM Liquidation and Billing Division, POM Liquidation and Billing Division, MICP

Administration Office, MICP

ALL OTHERS CONCERNED

SUBJECT :

Transfer of Storage of Documents at Old National

Printing Office (NPO) Building

DATE

February 08, 2018

In the interest of fast-tracking the on-going rehabilitation of the Old NPO Building, order is hereby given to the above Customs personnel to vacate and facilitate the transfer of your respective offices' documents stored at subject building within ten (10) days from date hereof. Further, kindly note the volume of documents required to be transferred in attached list.

Make the necessary coordination with your respective Administrative Offices for the proper disposition, storage and safekeeping of all your accountable documents to ensure its integrity.

For strict compliance.

ISIDRO S LAPEÑA, PhD., CSEE

Commissioner

Bureau of Custome ISIDRO S LAPEÑA Commissioner 18-02754

FEB 1 5 2018



List of End-Users need to Transfer the existing documents

At Ground floor

$$>$$
 COA (Vol = 4.3 x 430.73 = 1,852.14 cum)

At second floor

- > PID (Volume = 3 x 75.87 = 227.61 cum)
- > LBD, MICP # 5 (Vol = 3 x 75.87 = 227.61 cum)
- > CRMD (Vol = $3 \times 75.87 = 227.61$ cum)
- > Admin, MICP # 1 (Vol = 3 x 75.87 = 227.61 cum)
- > LBD, MICP # 2 (Vol = 3 x 75.87 = 227.61 cum)
- > LBD, MICP # 6 (Vol = 3 x 75.87 = 227.61 cum)



- > Other Stock Room (Vol = 3 x 746.86=2240.58 cum > LBD, MICP # 4 (Vol = 3 \times 150.58 = 451.74 cum) > LBD, MICP # 7 (Vol = 3 \times 150.58 = 451.74 cum)
- Total Vol. of Documents = 6,361.86 cum (Gross Volume)

Net Vol. of Documents = 3,817.12 cum (Estimated Volume)

2018-02-032 7.4



Republic of the Philippines Department of Finance

Bureau of Customs

1099 Manila

MEMORANDUM

FOR

ISIDRO S LAPEÑA, PhD., CSEE

Commissioner

THRU

GLADYS F. ROSALES, MPA, CSEE

Deputy Commissioner, Internal Administration Group

The City

FROM

GLADYS D. FONTANILLA-ESTRADA

Acting Chief, Géneral Services Division

SUBJECT :

Transfer of Storage of Documents at Old National STOMS

Printing Office (NPO) Building

DATE

February 08, 2018

BACKGROUND:

1. References:

a. Verbal instruction to the above signed to issue memorandum anent transfer of documents stored at Old NPO Building to fast-track subject building's rehabilitation.

b. List of end-users need to transfer existing documents at Old NPO Building

DISCUSSION:

2. In compliance to the directive of the Commissioner and to fast-track the ongoing rehabilitation of subject building, attached herewith is a memorandum to the offices concerned to facilitate the transfer of documents stored at subject building within ten (10) days from date thereof. Also attached is a letter to the Supervising Auditor, Commission on Audit requesting for coordination with the office of the above-signed and for a COA representative to witness transfer of subject documents.

RECOMMENDATION:

3. Requesting for approval and signature of memorandum directing concerned offices to facilitate transfer of their documents stored at Old NPO Building.

4. Requesting for approval and signature of letter to Commission on Audit requesting for the facilitation of transfer of COA documents stored at subject building.

FEB 13 2018

OD MIN NO

18-03315

2018-12-032 P.S

MARTER COPY

DECISION MATRIX		
V	APPROVED	DISAPPROVED
		ISIDRO S LAPEÑA, Ph.D., CSEE Commissioner
REMARKS:		SIDRO 3 LAPENA III III III III III III III III III I
		FEB 1 5 2018