

BUREAU OF CUSTOMS MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



RCMG Memo No. 04 -2023 MEMORANDUM

MASTER COPY

TO

ALL DISTRICT COLLECTORS

ALL DEPUTY COLLECTORS

ALL CHIEFS, COLLECTION DIVISION ALL NATIONAL COLLECTING OFFICERS

ALL OTHERS CONCERNED

FROM

ATTY. EDWARD JANES A. DY BUCO

Deputy Commissioner, RCMG

SUBJECT

SUBMISSION OF BUREAU OF TREASURY (BTr)

CERTIFICATION

DATE

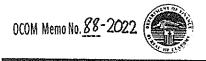
04 October 2023

In order to ensure that all collections were remitted, verified and accounted, all NCOs are directed to submit a copy of BTr Certification within five (5) days after the preceding month of collection in accordance with the Office of the Commissioner (OCOM) Memorandum No. 88-2022 dated 11 July 2022 with subject "Updates/Guidelines in Handling Cash Collections Received By National Collecting Officers (Annex A).

Failure to submit the said certification on or before the deadline will be dealt with accordingly.

For strict compliance.





BUREAU OF CUSTOMS



MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

MEMORANDUM

TO

ALL DISTRICT COLLECTORS

DEPUTY COLLECTORS

CHIEF, COLLECTION DIVISION NATIONAL COLLECTING OFFICERS

OTHERS CONCERNED

FROM

REY LEONARDO B. GUERRERO

-Commissioner

SUBJECT

Updates/Guidelines In Handling Cash Collections

Received By National Collecting Officers

DATE

11 July 2022

To effectively implement Treasury Circular No. 2-2022 dated 31 May 2022 with subject "Guidelines in National Deposited Collections and Issuance of Certification of Deposited National Collections in line with the Enhanced National Government Collection and Disbursement System (NGCDS) of the Bureau of the Treasury" and to further reiterate the provisions of Customs Memorandum Order (CMO) No. 05-2013 with subject "Policies, Rules, Regulations and Procedures in the Handling of Government Moneys and Funds", the following guidelines should be strictly observed:

A. <u>Before the National Collecting Officer perform his/her collections function:</u>

- 1. As Accountable Officer of the Bureau, the assigned National Collecting Officer shall be bonded with the Bureau of Treasury, Fidelity Bond Division, in accordance with CMO No. 05-2013.
- The Collecting Officer should first apply for NCO Code at Bureau of Treasury Region which has jurisdiction over their Collection District / Port by accomplishing the downloaded application form.

SAMPLE REPLY OF FORM TO BE FILLED UP:

Continue Con

MASTERSOPY

3. Once the downloaded application form is properly filled-up, attach the Fidelity Bond confirmation and send it to the corresponding BTr Region. The BTr will then reply for the assigned NCO Code.

SAMPLE OF FIDELITY BOND CONFIRMATION FROM BTR REGION

Supplies of the Philippinas Depoilment of Fiveror SUREAU OF THE TREASURY National Capital Region

> Transmitted No. O1E-21-19-2837 10/14/2021

CONFRMATION LETTER

AGENCY CODE: A5430	
THE DISTRICT COLLECTOR	
Europet of Customs	
Monia	•



CASTROCT (
CASTOCK TO See)

Name and Position of Bonded Public Officers Effective Date Fürsk No. ESPEJO, JOELT. SKINATURY CCC-FOW D*E-21-8253R 1.500.000.00 11H0/2021 11H0/2022 DELA CRUZ JESUSA P SPECIAL COLLECTING CAFRONIA LCC2-FON D1E-21-8254R 1,580,000.00 11/10/2021 11/10/2022 LORSCO, TERESTA P. COS POU D1E-21-8265R 1,500,000.00 11/10/2021 11/10/2022 PECIAL COLLECTING OFFICER LAPID, MITZI LISSETTE L. ACTING COLLECTING OFFICER LAGURUA D1E-21-0256R 750,000,00 100002021 10/08/2022 ROXAS, ABEYRON A ACTING COLLECTING OFFICER LACKINA D1E-21-02579 750,000.00 10/10/2021 10/08/2022

The coverage of approved band is one year from date of issue to be renewed on or before the anniversary date, otherwise band is automatically cancelled.

Please notify this Office if mere are changes in accountable officers or amount of accountability within the effective period of the bond.

Very truly yours,

ROSALIA V. DE LEON Treasurer of the Philippines

LOURGES STATING

CC: COA Resident Auditor

SAMPLE REPLY OF NCO CODE FROM BTR REGION FOR REFERENCE **NUMBER 2**



Lourdes S. Tating <lstating@treasury.gov.ph>

To: Army Kristina Alonzo

< 0 5 6 A ···

Mon 04/07/2022 3:04 PM

Hi.

Productive NGG COSS

595533 - 6563,6563

CODE LAST NAME FIRST NAME IN

AGY NASSF Department of far area (DOF) Bused, or CLEAR CONTINUES AND POST OF THE PROPERTY OF

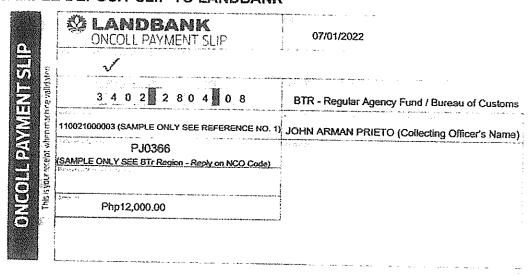


4. Attend training/briefing regarding the duties and responsibilities and the reportorial requirements of a Collecting Officer to be conducted by Interim Training and Development Division (ITDD) or Chief of the Collection Division or equivalent unit where he/she is assigned.

B. <u>Additional Reportorial Requirements of Collecting Officers as prescribed in the New Government Accounting Manual:</u>

- Attach the Order of Payment or any equivalent document as basis of the amount to be collected and for subsequent issuance Bureau of Customs Official Receipt.
- Collections for the day should be deposited within the day or any collection after a deposit had been made shall be deposited in the next banking day. The deposit slip MUST contain the following information:
 - a. Cash or Check Deposit
 - b. BOC Deposit Account No.3402-2804-08
 - Reference Number 1 or location of your Port or UACS Code (Annex A)
 - d. Reference Number 2 or NCO Code provided to you by BTr (Sample 1)
 - e. Merchant Agency Name BTR- Regular Agency Fund/ Bureau of Customs
 - f. Name of the Collecting Officer
 - g. Amount of deposit

SAMPLE DEPOSIT SLIP TO LANDBANK

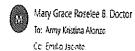


- Submit a Monthly Report of Collection and Deposit (RCD) within five
 days after the preceding month of collection using the COA prescribed format (Annex B) and Cash Receipts Record (CRRec) (Annex C) together with following supporting documents:
 - 3.1. BCORs Yellow (Revenue Accounting Copy) with attached Order of Payment in lieu of List of Deposited Collection, validated deposits slip, Bank or BTr NCR or Region certification.
 - 3.2. BCORs Blue (COA's copy) with attached Orders of Payment, validated deposit slip, Bank or BTr (NCR or Region) Certification and Cash Receipt Record.
 - 3.3. BCORs Green Port Copy
 - 3.4. BCORs White Payor Copy

It shall the responsibility and accountability of the Chief of Collection or equivalent unit to monitor and ensure compliance thereof.

Note: To ensure uniformity, Revenue Accounting Division will provide soft copy of RCD and CRRec in excel format.

ANNEX A - LIST OF CHOICES FOR REFERENCE NUMBER 1



th Ms. Army.

Below is the list of UACS Organization code of BOC for your reference, thank you.

Department	Agenty	wipou	Lower Level Operating timit	UMCS	States	Tea
Department of Finance (DOF)	Gureau of Cockous	National Capital Region (NCR)	Cerital Office	1160501000001	Active	41
Department of Finance (DOF)	Sureau of Customs	Plational Capital Region (NCR)	Collection District 8 - A - Port of Marsin	110021000002	Active	MON AU
Department of Finance (DOF)	Outrai d'Cestras	Historial Capital Region (HCX)	Collection District B - B - Manifa International Container Fort	110021600003	Adive	WOM-RU
Department of Fiscance (DOF)	Sureau di Custania	National Capital Region (NCR)	Collection Cested El - Kirony Agramo international Airport	110021000004	Active	NON-RU
Department of Finance (DOF)	Careau of Coskurs	Region I - Roces	Collection District I - Port of San Fernancio	110021000001	Active	NON-NI
Department of Fanance (DOF)	Bureau of Customs	Region I - Catayan Valey	Collection Destrict XV - Part of Assert	110021006016	Active	MON-IO
Repositional of Finance (DOF)	Bureau of Costness	Region III - Ceretal Luzen	Collection District XIII - Pag of Suffic	110021000014	Active	
reportment of Floance (DOF)	Outeau of Customs	Report II - Central Lucino	Collection Cestrict XIV - Fort of Clark	110021000015	Active	MON-IU
lepadment of Finance (DOF)	Bureau of Castonis	Region II - Central Lucion	Collection Destrict XVI - Fort of Limity	110021000017		MOM AU
epartment of Finance (DOF)	Sureau of Customs	Region NA - CALABARZON	Collection District IV - Part of Easterness		licine	WON-NJ
lepartment of Finance (DOF)	Sureau of Customs	Rogion IX - Zaroboanga Pasinsula	Collection District XI - Port of Zamboanga	110021000005	Active	IN-MOW
epartment of Finance (DOF)	Bureau of Customs	Region V - Bicol	Collection District V - Fort of Legals	110021000012	Active	WW 们
eparament of Fanance (DOF)	Sureau of Cesturas	Region VI - Western Visavas	Collection District VI - Peet of Rolls	1100216000%	Active	MON-III
epariment of Finance (DOF)	Eiureau of Customs	Report VII - Contral Vising as	Calledian Dishd VI - Fast of Calcu	110021000001	Native	MON-B)
sparkment of Finance (DOF)	Guraau of Castones	Ragion VIII - Eastern Yssyyas		110021000033	Active	MON-AT
epartment of Finance (DOF)	Sureau of Customs	Rogion X - Northern Mindagon	Collection District VIII - Post of Taccount	110021000000	Active	MON-IN
partment of Finance (DOF)	Bureau of Customs	***************************************	Collection Orderd X - Port of Caparian de Oro	110021000011	Active	WON-RU
	Paracra of C620Vk2	Region XI - Daviso	Colection Destroi XII - Part et Danza	110021800013	4dere	UNNU

Roselee Basilio Doctor



ANNEX B - AMMENDED RCD SAMPLE

TOTAL COLLC PLAN departed at: TOTAL COLL PLAN d	3	mitta - Gold	uS (Agency Code No., ASAN on Gata Basinano Park DOLLECTIONS AND DOPOSITS								
TANSO! CUT OFF PANCE has Descriptor NG AND CUSTOMS BOOK No. MATMENT FOR CO. Section PANCE has Descriptor NG AND CUSTOMS BOOK No. MATMENT FOR CO. CUT OFF PANCE has Descriptor NG AND CUSTOMS BOOK No. MATMENT FOR CO. Customary Customary Customary Customary of the Roper Pance Pance Pance Pance Customary Customary Customary of the Roper Pance Pance Customary Customary Customary of the Roper Pance Pance Customary Customary Customary of the Roper Pance Customary Customary Customary of the Roper Pance Customary of Cus						}	** ************************************			40LONIUS	
TOTAL COLLECTION Comments to ADMINISTRAL A						ĺ		CJO	PON	G23	tro .
CUTION PANCE BAT BENTYRAN BUT AND AND CODE COD COTORS PANCE BAT BENTYRAN BUT AND AND CODE COD COD COTORS PANCE BAT BENTYRAN BUT AND								Ampart Duty / Espart	Privater Duties	Customs Specific Ducy	Auty Osmaling/ Osmaling Osthy
AND CATORY PANCE born Secreption SUCCESTORS ROOM RESERVED SOOT COS							KIN Department to				
EFASCO EFACE EACH PARCE EAC						ON MAN SET		İ.	· ·		
EFASOF											
EFFASOF CONTORN PATCR Rose Description SEP. RC. / DOUBT BA. SATURETY FOR CONTORNS Contract Undepended Collections per less Paper Collections per OR Nov. is 111.11 Depended Den Partir Contract Lindepended Collections, this Paper CHRITIFICATION I handly conflyious my official coal that the starre is a time seatement of all collections and depend had been partially as a format for my official coal deverter to when having therefore, it is an energy Official Receipt. Not. I to have, then a startly install dyest in the measure deverte therefore, it is an energy official Receipt of a third collection and the seatement of the contract of the		CUTORT	PANOS	kar fleurena						40(0)(20)	
EATAS OF SAFETY SAFETY SON DESCRIPTION SET SAFETY SON REL. SAFETY SET SAFETY SET SAFETY SET SAFETY SET SAFETY SET SAFETY SET SAFETY SAF	_								1.54	- £25-	0/6
Date CHIGGS PARCE Rama Description REF, Re. / POINT RA. RATASENT PER	_										
Search Control Search Control Contr	•	·	** ** ** ** ** ** **		W 1 10 W 20 - 10 to department		/FR-71 PR				
CONTROL CONTROL SAND SAND SAND SAND SAND SAND SAND SAND	S	oʻ .						essen	ena	SI 455055	20 25 (422)
Schemary Lindquested Celler tens per lest Paper Contenses per OR Non					SAD CUSTOMS	BCCG R	PUTMENT	PER		-	-
Underposited Celler was per had figure	'n	Caro	F PAYOR	Line Description	MF. No. / DOTE IN	Spridte	, kos	OJD)	AZH	ලා	DFC
I benefit configure my official code for the states is a tree subsence of all collectures and deposits but by our diment for parted shows for which Collectial Recoign New to the benefit was a state of the state of		Collection Deposits Date: One	esperOC.Noie		ion mu						
hald by our dimine that partied stated shows for which Official Recognitions to the hours, were actually served by may in his to measure the weathernown. I also contain that I have not more well as the contain a many form which we cannot be true to making a monthly official Recognition and shapement from the confidence are recorded above in humps cannot permit their require for collection measured by made collection are recorded above in humps cannot permit the format of the collection and the collection of the format above above above above above above the format the balance.			Q	зтисанов							
's		belign in burn nacy is bond (orients	e duning the period stated above for a wom actually haved by one in the sa our whatever course without having it deline have received by out-collection amount annabure. I contry deather the	chich Official Emerica Nos. Browns chows thereon. I also mend for excessory Official Law proceeds above to beau	te o casily fast lines not man focuspi a school objects one casalo for some in-	 si					
Name and Signature of the Collecting Officer			News	Signature of the Collection	- Officer	nyma.		- Market de			
Olizi Degusta Dec			Officed Pleasenship	•	Para .	_		į			

ANNEX C - CASH RECEIPTS RECORD (CRRec)

CASH RECEIPTS RECORD

	Wri		1						
	erranopide (10	Clear	1	Of Solut 18	eningerius	``	SHAM		
	Kefewace		DM	Code	T			Ι	
Date	NexOR No.695	Payor	BATOTAP	Chijest Code	Notice of Callection	Column	Organis	D'adeparde Cellectres	
								<u> </u>	
						i			
						==			
	-								