



**BUREAU OF CUSTOMS**  
MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM INTEGRITY ACCOUNTABILITY

RCMG Memo No. 05 - 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 JAMES A. DY BUCO  
Deputy Commissioner, RCMG

**SUBJECT :** SUBMISSION OF MONTHLY REPORT OF COLLECTION AND DEPOSIT (RCD)

**DATE :** 02 October 2023

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It has been reported to this Office that the Monthly Report of Collection and Deposit (RCD) were not submitted on time and most often were incomplete and inaccurate.

Relative thereto, all NCOs are directed to submit their Monthly Report of Collection and Deposit (RCD) 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 their report on or before the deadline will be dealt with accordingly.

For strict compliance.