

BUREAU OF CUSTOMS MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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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

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.





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>

- 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.
- 2. 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:

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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

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SAMPLE REPLY OF NGO CODE FROM BTR REGION FOR REFERENCE NUMBER 2



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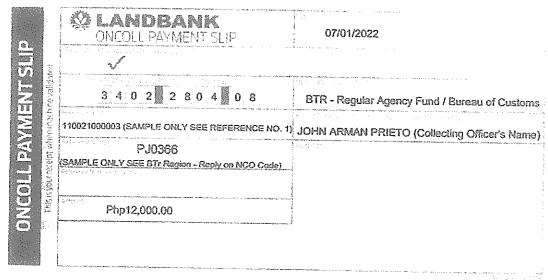


4. Attend training/briefing regarding the duties and responsibilities and the reportorial requirements of a Collecting Officer to be conducted by Interim Training and Development Division (ITDD) or Chief of the Collection Division or equivalent unit where he/she is assigned.

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
 - c. 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



Merchant Account Number (BOC) – Given: **3402-2804-08**Reference Number 1 UACS CODE - See Attached Reference Number 1
Reference Number 2 NCO CODE - Btr Reply



- 3. Submit a Monthly Report of Collection and Deposit (RCD) within five (5) 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



HI MS. Army.

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

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ANNEX B - AMMENDED RCD SAMPLE

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ANNEX C - CASH RECEIPTS RECORD (CRRec)

CASH RECEIPTS RECORD

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