

Republika ng Pilipinas
PAMBAANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 46, s. 1973

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS; REGIONAL, PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; HEADS OF SPECIAL PROJECTS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS; CORPORATE AUDITOR; CHIEF CORPORATE ACCOUNTANT; CASHIERS AND DISBURSING OFFICERS; AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Treasury Memorandum Circular No. 7-73, dated June 14, 1973, of the Treasurer of the Philippines as Amended by Treasury Memorandum Circular No. 8-73, dated June 27, 1973

For the information and guidance of all concerned, quoted hereunder is Treasury Memorandum Circular No. 7-73, dated June 14, 1973, of the Treasurer of the Philippines:-

"TREASURY MEMORANDUM CIRCULAR NO. 7-73"

TO : All Heads of National Government Bureaus, Offices and Agencies, Self-Governing Boards and Commissions, Treasury Field Officers, Presidents of State Colleges and Universities, the Presidents of the Philippine National Bank and the Philippine Veterans Bank, Chief Accountants, Disbursing Officers, and All Others Concerned.

SUBJECT: Matters incidental to the implementation of Presidential Letter of Instruction No. 61 and (Finance) Department Memorandum Circular Nos. 11-73 and 18-73.

1. Outstanding checks issued after closure of checking accounts of agencies, bureaus, offices, etc. -

After closing the various checking accounts of the bureaus, offices and instrumentalities of the National Government on June 30, 1973, the outstanding checks issued and originally chargeable against the said accounts shall be honored in due course but shall, instead, be chargeable against the Treasury checking account for agencies.

2. Return of unused old form blank checks. - The unissued old form of blank checks after June 30, 1973, shall be returned by the Disbursing Officers concerned to the bank branches/agencies from whom they were originally procured. Copies of the INVOICES upon returning the blank checks shall be furnished the (1) Resident Auditor of the agency concerned, (2) Chief Accountant of agency concerned, and (3) Treasurer of the Philippines.

3. Savings deposits. - The passbooks covering the savings deposits of the national bureaus, offices and instrumentalities shall be surrendered to the Treasurer of the Philippines accompanied by a letter of the head of the agency concerned, addressed to the bank, authorizing the transfer of balances of said deposits to the account of the Treasurer of the Philippines. The Treasurer of the Philippines shall transmit the passbooks and letters of authorization to the banks concerned and the banks shall effect the transfers of the accounts accordingly.

4. Time deposits - The heads of the agencies concerned shall endorse in favor of the Treasurer of the Philippines and transmit to him the certificates of their time deposits. Both the matured and unmatured Certificates of Deposit shall be booked by both the transferor agencies and the transferee Treasurer of the Philippines, as of June 30, 1973.

5. Periodic reports to the Treasurer of the Philippines on status of savings and time deposits. - The status of savings and time deposits of trust funds which are excepted from the purview of Presidential Letter of Instruction No. 61, pursuant to Department Memorandum Circular No. 18-73 shall, however, be reported to the Treasurer of the Philippines every end of the month. The initial report, as of the end of business on June 30, 1973, may show only the balances of the savings accounts and the list of Certificates of Deposit and their corresponding face value. The subsequent monthly reports shall show the beginning balance, the deposits and withdrawal made during the month and the ending balance.

6. Specimen signature cards. - The officials who will sign and countersign checks shall accomplish and submit Specimen signature cards on the Philippine National Bank or Philippine Veterans Bank form, as the case may be. The distribution of the specimen signature cards shall be as follows:

- Two copies - for the Head Office of the bank.
- Two copies - for the branch or agency office of the bank.
- Two copies - for the Treasurer of the Philippines.
- One copy - for the Treasury Fiscal Examiner in the province.
- One copy - for the Treasury Regional Fiscal Examiner.
- One copy - for the Auditor or Representative of the Auditor General Concerned.

7. Report of accountable forms (checks). - The Disbursing Officers shall submit, every end of the month, the Report of Accountable forms covering the balance of checks at the beginning of the month, the blank checks received and the checks issued during the month and the balance at the end of the month. Copies of the said report shall be distributed as follows:

- Original copy - to the Treasurer of the Philippines
- Duplicate copy - to the Head of his own agency or office
- Triplicate copy - to Auditor or Representative of Auditor General concerned
- Quadruplicate copy - Chief of regional or provincial office concerned
- Quintuplicate copy - File of Disbursing Officer

8. Advice of Cash Disbursement Ceiling in lieu of cash advance. - The practice of giving cash advances to Disbursing Officers by means of treasury warrant or by check for the purpose of depositing the amount in a checking account shall no longer be allowed. Instead of cash advances, the head of the agency shall issue an Advice of Cash Disbursement Ceiling. For the purpose of uniformity, attached hereto as Annex "A" is a sample form of the ADVICE OF CASH DISBURSEMENT CEILING. On the basis of the Advice of Cash Disbursement Ceiling, the regional officer may also issue in favor of the provincial officer or Disbursing Officers SUB-ADVICES OF CASH DISBURSEMENT CEILING, sub-allocating the amount authorized in the Advice of Cash Disbursement Ceiling. Copies of the Advice of Cash Disbursement Ceiling shall be distributed as follows:

- Original copy - for the Official or Disbursing Officer authorized to disburse.
- Duplicate copy - for the Treasurer of the Philippines.
- Triplicate copy - for Auditor or Representative of the Auditor General.
- Quadruplicate copy - for Accountant of agency concerned.
- Quintuplicate copy - for file copy of Disbursing Officer.

9. Filling out the check (new form). - The preparation of the new form of check for use against the Treasury Checking Account for Agencies shall be the same as filling out the old form in respect to: (1) the date of issue, (2) the name of payee, (3) the amount stated in words as well as in figures, and (4) the signing and countersigning of the check. The new form, however, has distinct features which shall be filled out, in addition to the above-stated data.

Hereunder is a facsimile of the new form of the check which shall be used in drawing or disbursing funds from the Treasury Checking Account for Agencies.

TREASURER OF THE PHILIPPINES
010-405963

SN 3-

_____, 19____

PAY TO THE
ORDER OF _____

P _____

Signature _____

Counter Signature _____

| Agency | Officer | Fund | Program | Pro-Ex-Deta |
|--------|---------|------|---------|-------------|
| : | : | : | ject | pen |
| : | : | : | se | : |
| : | : | : | : | : |
| : | : | : | : | : |
| : | : | : | : | : |

PHILIPPINE NATIONAL BANK
MANILA
ENCASHABLE ALSO IN PNB-

The blank line after "Encashable also at PNB (or PVB)" shall be filled out with the name of the PNB (or PVB) branch/ agency in which the Disbursing Officer is duly accredited, such as "Legaspi", "Davao", "San Fernando, Pampanga", etc. At the lower right-hand side of the check are rectangular spaces for filling out the codes.

The Agency and Fund codes are stated in the enclosure hereto.

The officer code is stated in the deputation of each Disbursing Officer.

The Program, Project and Expense Code shall be furnished by the respective Accountants who prepare the vouchers. Ordinarily the accountants concerned are furnished with the circulars covering the coding of infrastructure programs and projects. The new chart of "Expenses" coding shall be distributed to the Accounting Officers.

(SGD.) VICENTE P. RODRIGUEZ
Treasurer of the Philippines"

Republic of the Philippines
Department of Finance
Bureau of the Treasury
Makati, Rizal

Date _____
Advice No. _____

Sir/Madam:

| ADVICE OF CASH DISBURSEMENT CEILING | | | | |
|-------------------------------------|-----------|-----------|------------------|--------|
| FUND : | PROGRAM : | PROJECT : | PERIOD COVERED : | AMOUNT |
| : | : | : | : | : |
| : | : | : | : | : |

Pursuant to Treasury Memorandum Circular No. _____ dated June 14, 1973, you are hereby authorized to issue checks chargeable against the Treasury Checking Account for Agencies, the cumulative total of which shall not exceed the amount of Cash Disbursement Ceiling stated above.

Very truly yours,

Head of Agency
or His Authorized Representative

Quoted hereunder is Treasury Memorandum Circular No. 8-73 which is an amendment to Treasury Memorandum Circular No. 7-73:-

"June 27, 1973

TREASURY MEMORANDUM CIRCULAR NO. 8-73

TO : All Heads of National Government Bureaus, Offices and Agencies, Self-Governing Boards and Commissions, Treasury Field Officers, Presidents of State Colleges and Universities, the Presidents of the Philippine National Bank and the Philippine Veterans Bank, Chief Accountants, Disbursing Officers, and All Others Concerned.

SUBJECT : Amendment of paragraph No. 2 of Treasury Memorandum Circular No. 7-73.

Paragraph No. 2 of Treasury Memorandum Circular No. 7-73 is hereby amended to read as follows:

"2. Disposal of unused old form blank checks. -
Unused old form blank checks as of June 30, 1973, shall be listed/inventoried by the disbursing officers, certified correct by them, verified by the auditors concerned and then destroyed by burning in the presence of the auditors concerned or their authorized representatives. Thereafter, certificates of burning, form attached, shall be accomplished, copies furnished the Philippine National Bank and the National Treasurer."

The said paragraph No. 2 of Treasury Memorandum Circular No. 7-73 is accordingly modified.

(SGD.) VICENTE P. RODRIGUEZ
Treasurer of the Philippines"

Strict observance of the aforequoted memorandum circulars is enjoined by all concerned.


ALFREDO L. JUINIO
Administrator

July 5, 1973

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7-4-73