

August 20, 1986

OFFICE OF THE PRESIDENT

MEMORANDUM NO. 97

Series of 1986

TO: Department/Center/Office Heads and Researchers

RE: Implementation of the Metric or A4 Size of Writing Paper

Reproduced hereunder is a joint circular issued by the Ministry of General Services, COA and Product Standards Agency which is self-explanatory.

MINISTRY OF GENERAL SERVICES  
Pasig Metro Manila

COMMISSION ON AUDIT  
Quezon City

PRODUCT STANDARDS AGENCY  
Makati, Metro Manila

JOINT MEMORANDUM CIRCULAR

TO: All Heads of Ministries, Bureaus and Agencies of the National Government, Managing Heads of Government-Owned or Controlled Corporations, and Local Government, Supply/Procurement/Property Officers and COA Auditors, and All Others Concerned

SUBJECT: Implementation of the Metric or A4 Size of Writing Paper

In line with the provisions of PD 187 and PD 748, Batas Pambansa Blg. 8, and Metrication System Board Circular No. 8-80 dated December 8, 1980, and in order to define clearly the intent of COA Circular No. 80-137 dated June 30, 1980 in relation to PBS SAO No. 233 Series of 1976 of the former Philippine Bureau of Standards, and considering further the advantages that can be derived in using only one size of writing paper in all official communication and other purposes in all government agencies and offices, the use of the long and short sizes (8" x 13" and 8" x 10½", respectively) shall no longer be allowed. Instead, the metric or A4 size (210 mm x 297 mm) of writing paper shall be used.

Purchases of Bond Paper, Mimeograph Paper, Onion Skin, and Carbon Paper, not in the A4 size, shall not be approved and passed in audit and shall be considered as violation of PD 187, and 748 and Batas Pambansa Blg. 8.



In this connection, writing paper (Bond Paper, Mimeograph Paper, Onion Skin and Carbon Paper) purchased shall comply with Government Procurement Standard Specifications established by the Supply Coordination Office.

Please be guided accordingly.

(SGD.) VICTOR S. ZIGA  
Minister  
Ministry of General Services

(SGD.) TEOFISTO T. CUNINGONA, Jr. (SGD.) IGNACIO G. SALCEDO, Jr.  
Chairman  
Commission on Audit  
Director  
Products Standards Agency

A TRUE COPY:

*J. S. MANDRAS*  
J. S. MANDRAS  
8/20/86

Let us comply with the requirement after exhausting our present stocks, provided that the specified material is available in the market.

cc: Mr. Alberto M. Abiera

*M. R. Villanueva*  
M. R. VILLANUEVA  
Officer-in-Charge

In line with the provisions of PD 187 and PD 448, Series 8, and Resolution System Board Circular No. 8-80 dated December 8, 1980, and in order to clarify the intent of COA Circular No. 80-137 dated June 30, 1980 in relation to PDS 240 No. 233 Series of 1976 of the former Philippine Bureau of Standards, and considering further the advantages that can be derived in using only one size of writing paper in all official communication and other purposes in all government agencies and offices, the use of the long and short sizes (8" x 13" and 8" x 10 1/2", respectively) shall no longer be allowed. Instead, the metric or A4 size (210 mm x 297 mm) of writing paper shall be used.

Purchase of Bond Paper, Mimeograph Paper, Onion Skin, and Carbon Paper, not in the A4 size, shall not be approved and passed in audit and shall be considered as violation of PD 187, and 448, Series 8.

Please be guided accordingly.

*M. R. Villanueva*  
M. R. VILLANUEVA  
Officer-in-Charge