OFFICE OF THE PRESIDENT

Chairman

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B E: Implementation of the Metric or A4 Size of Writing Paper

Reproduced hereunder is a joint circular issued by the Ministry of General Scrvices, COA and Product Standards Agency which is selfexplanatory. bet us couply with the requirement after

Pasig Metro Manila

Quezon City

MINISTRY OF GENERAL SERVICES COMMISSION ON AUDIT PRODUCT STANDARDS AGENCY Makati, Metro Malil

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: Implemenation 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 inorder 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 $10\frac{1}{2}$ ", respectively) shall no longer be allowed. Instead, the metric or A4 size (210 mm x 297 mm) of writing paper shall be used.

Purchases of Bond Paper, Mimeograph Paper, Onion Skin, and Carbon Paper, not in the A4 size, shall not approved and passed in audit and shall be considered as violation of FD 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 Goordination Office. Please be guided accordingly. (SGD.) TEOFISTO T. CUINGOMA, Jr. 000 (SGD.) IGNACIO G. (SGD.) VICTOR S. ZIGA SALCEDO, JI Chairman Director Minister Commission on Audit religious est has abselt estillo religio transcripto Products Standards Agency Ministry of General Services Willandray its by to office edt to opite to motor in a J. S. MANDRAS Reproduce t bereupder is a feint circular 1,08/02/8 the diniety of General Services, CO, and Product Standards whency which is self-Let us comply with the requirement after exhausting our present stocks, provided that the specified material is available in the market. Quezon City a my or tall stability PARTICULAR MUNICIPAL TAIOL

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M. R. VILLANUEVA Officer-in-Charge

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SUMBOT: Emplementation of the Metric or ad Stre of Pri ing Paper

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