

OFFICE OF THE PRESIDENT

January 8, 1991

MEMORANDUM NO. 2
Series of 1991

T O: All Department/Office Heads, Directors and Project Leaders
R E: Guidelines for the Implementation of Department of
Finance and DBM Joint Circular No. 3-90

This memorandum is issued to prescribe procedural guidelines to expedite the speedy release of goods/equipment acquired through grants, donations and loan proceeds.

At least fifteen (15) days prior to the arrival of the non-commercially imported goods, recipient unit/staff concerned should submit to the Office of the President, three (3) duly accomplished copies of the Certificate of Official Importation (Form 1) together with the following documents:

1. Original copy of the Bill of Lading and all other documentations required by the Bureau of Customs establishing authority for and authenticity of the importation
2. Deed of donation from the donor agency and deed of acceptance from the recipient agency

The above documents shall be forwarded to the Manila Office for submission to the Bureau of Customs-Collection Services the original copy of Form 1; duplicate copy furnished the DBM; the triplicate copy for VMO file.

Please be guided accordingly.

M. R. Villanueva
M. R. VILLANUEVA
President

Attachment: Form 1