

AMENDMENT TO MC-AHS-2008-1012 ON THE ISSUANCE OF CEC FORMS

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The following additional guidelines for issuance of CEC forms are hereby adopted, to wit:

1. The purchase of CEC forms shall be reckoned from the date of last purchase.

To illustrate: If the PETC will buy CEC forms in April 5; it shall be based on March 15 to April 5

2. The use by a PETC of a series number allotted to another shall be penalized with suspension or cancellation of authorization.

3. No CEC forms shall be issued to PETCs with expired authorization unless they show the renewal of their authorization or its equivalent receipt.

4. For any cancelled/void and invalid CEC's, PETCs shall attach the same before replenishment.

5. Upon cancellation of Pay Order Slip, PETCs shall immediately submit an explanation in writing accordingly.

6. The Database Administrator (PETC Image Repository Server) shall be authorized to allocate the total number of CECs to be given to PETCs and sign the P.O.S.

In the absence of Mr. Rector C. Antiga, Database Administrator, Atty. Benjamin F. Mora, The Chairman C.O PETC Monitoring Team, Mrs. Anabella A. Cruz, Chief of Property Section and Mr. Danny J. Encela, Operation Division shall sign the P.O.S.

The memorandum circular takes effect immediately and modifies/supersedes previous guidelines inconsistent herewith.

For strict compliance.

Adopted: 16 June 2009

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Assistant Secretary

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