NATIONAL ADMINISTRATIVE REGISTER · FEBRUARY 16, 2005

PROCEDURES IN THE APPROVAL OF ALL PAYMENTS TO STRADCOM CORPORATION FOR OFFLINE/MANUAL TRANSACTIONS THAT STARTED ON JUNE 2003 AND ONWARDS

LTO MEMORANDUM CIRCULAR NO. 574-2005, February 16, 2005

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In order to effectively process all claims of STRADCOM Corporation for payments of computer fees processed under the Interim Offline/Manual facility from June 2003 onwards, the following procedures are hereby promulgated for the guidance of all concerned:

1. The Regional Directors and the Sectoral/Regional Chairmen, IT Project Monitoring Office are hereby authorized and tasked to cause the preparation and issuance of the Certificate of Acceptance for services rendered by STRADCOM corporation, sample attached as "Annex A"[*].

2. The Regional Chief Accountants are hereby directed to transfer to Central Office all deposited collections of Offline/Manual IT computer Fees thru the preparation and issuance of Journal Entry Voucher (JEV), copy of format attached as "Annex B"

3. The aforementioned Certificates of Acceptance and JEV shall be submitted to the Sectoral Head Office within three (3) working days upon receipt of the Sales Invoice/Statement of Account, which shall serve as supporting documents for the Disbursement Vouchers and as basis for the processing of payments for computer fees due to STRADCOM Corporation.

All Orders/Circulars/Memoranda issued in conflict herewith are deemed superseded and/or modified accordingly.

This Memorandum Circular shall take effect immediately.

For guidance and strict compliance.

Adopted: 16 Feb. 2005

(SGD.) ANNELI R. LONTOC
Assistance Secretary

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[*] Text Available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City.

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