



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Road corner Visayas Avenue,
Diliman, Quezon City 1104

Reference No. 2023-06-37
June 16, 2023

MEMORANDUM FOR THE DIRECTOR

FROM : JOELL H. LALES
Assistant Director

SUBJECT : **RECOMMENDATION TO EXPEDITE RECEIVING OF CHECKS
AND OFFICIAL RECEIPTS**

There were observations reported by the Cashier and Records Sections that external clients bringing checks and official receipts to the office find it tedious to spend additional time in having these documents received first by the Records Section for proper recording before transacting with the Cashier Section.

Thus, our Office would like to specifically recommend the following:

- That *checks* and *official receipts (ORs)* including its accompanying vouchers/cover memo brought by walk-in clients be received directly by the Cash Section without coursing it through the Records Section;
- This recommendation does not cover other significant documents such as but not limited to MOA and Contracts which needs to be properly received and recorded by the Records Section;
- This will not also apply to checks and ORs received in a parcel through a Courier by the Records Office for which it is primarily responsible, but the same shall be immediately turned over to the Cash Section after proper recording;
- In instances where Implementing Agencies or clients are handing over checks and ORs to BAR Officials and Staff other than those in the Cash Section, the officials and staff who received the checks and/or ORs from the IAs or any official source are hereby instructed to turnover these documents to the Cash Section the soonest possible time.

With this recommendation, the Cash Section will now be held responsible for the proper recording and filing of all checks and ORs received by their staff.

For your approval please. Thank you.

BUREAU OF AGRICULTURAL RESEARCH OFFICE OF THE DIRECTOR RECEIVED	
DATE: <u>16/06/2023</u>	TIME: _____
BY: <u>jam</u>	