



*Funding the Republic*

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
**KAWANIHAN NG INGATANG-YAMAN**  
(BUREAU OF THE TREASURY)  
**National Capital Region**  
Intramuros, Manila 1002

### National Capital Region (NCR)

It is commonly known as Metro Manila or simply Manila. It is made up of 16 cities namely: the City of Manila (the Philippine capital), Quezon City (the country's most populous city and former capital), Caloocan, Las Piñas, Makati, Malabon, Mandaluyong, Marikina, Muntinlupa, Navotas, Parañaque, Pasay, Pasig, San Juan, Taguig, and Valenzuela, as well as the municipality of Pateros.

### The Bureau of the Treasury (BTr)

The Bureau of Treasury (BTr) acts as the principal custodian of the National Government's financial assets. As such, it strives to be a pro-active manager of public funds to maximize revenue generation and ensure sufficient holdings to meet Government requirements. It is composed of four (4) Subsectors, seven (7) Services, and fifteen (15) Regional Offices.

In 1965, the Bureau's eight (8) Regional Offices and sixty eight (68) Provincial Offices were established. Regional Office No. IV was at the time subdivided into Regional Offices IV and IV-A covering the National Capital Region (NCR).

However, due to the very wide coverage of jurisdiction of Region IV and the Government Agencies (NGAs) Regional Offices, NCR was given the recognition of being another Regional Office of the Bureau that was separate and distinct from Region IV.

Treasury Memorandum Circular No. 4-77 issued on July 1, 1977 authorized the full organization of the **Treasury Regional Office – NCR** in order to effectively manage and account for the cash resources of NG. There were several directives or executive orders issued to restructure/reorganize the Bureau since 1977 and the present set-up of the agency is based on the Executive Order (E.O.) No. 449 dated October 17, 1977.



Political Map of the National Capital Region

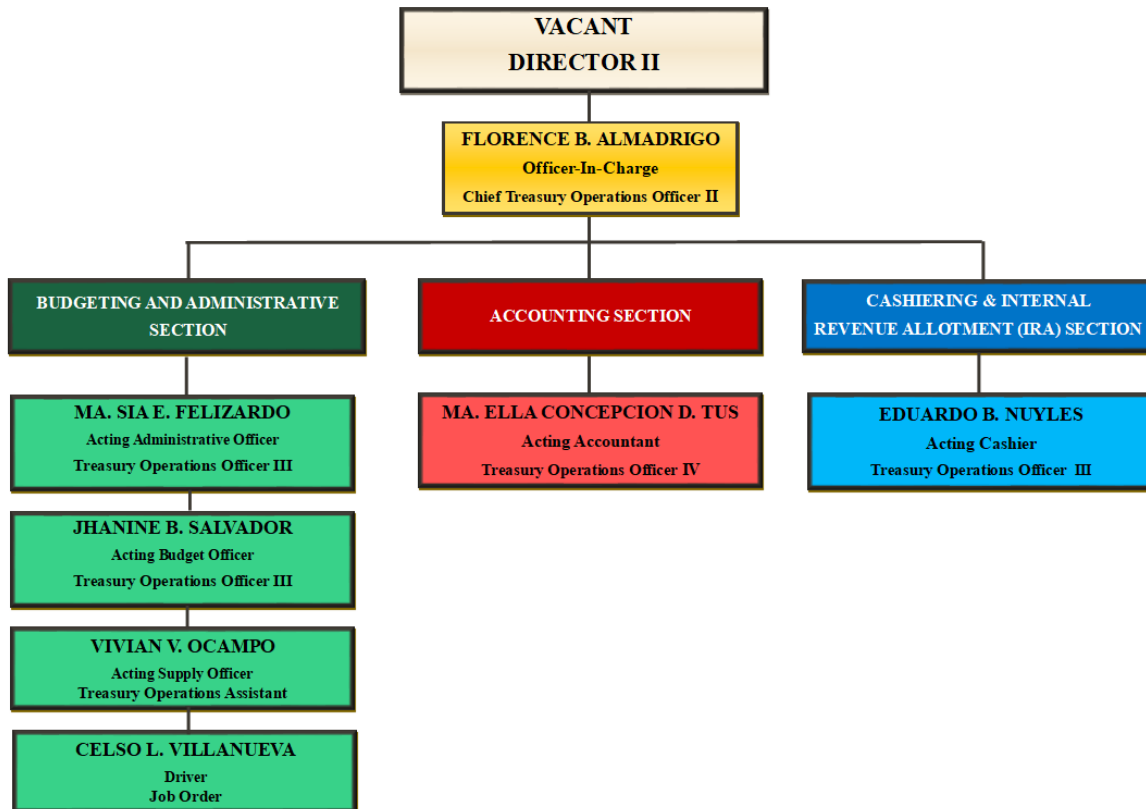


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## ORGANIZATIONAL STRUCTURE

### 1. Regional Office

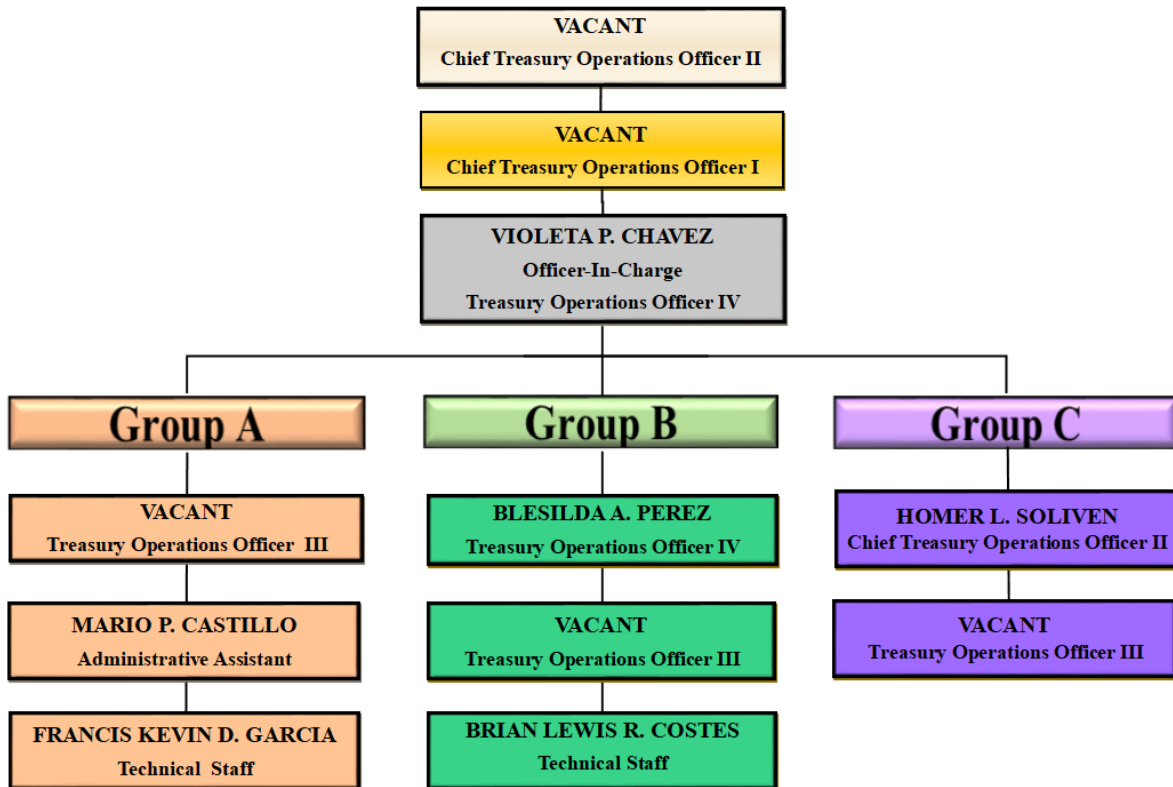




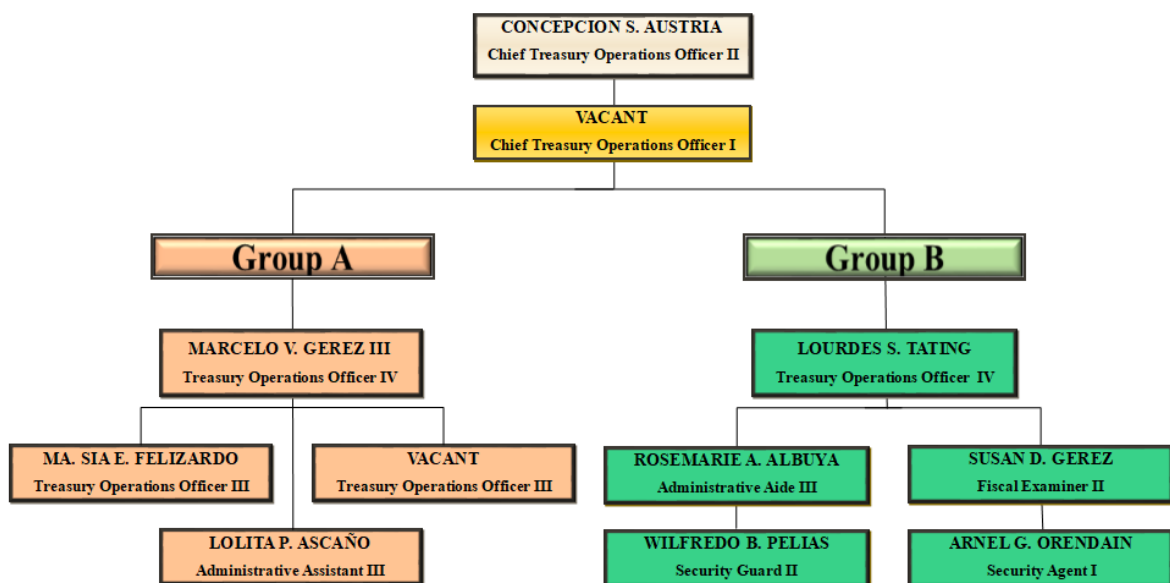
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2. District I



3. District II

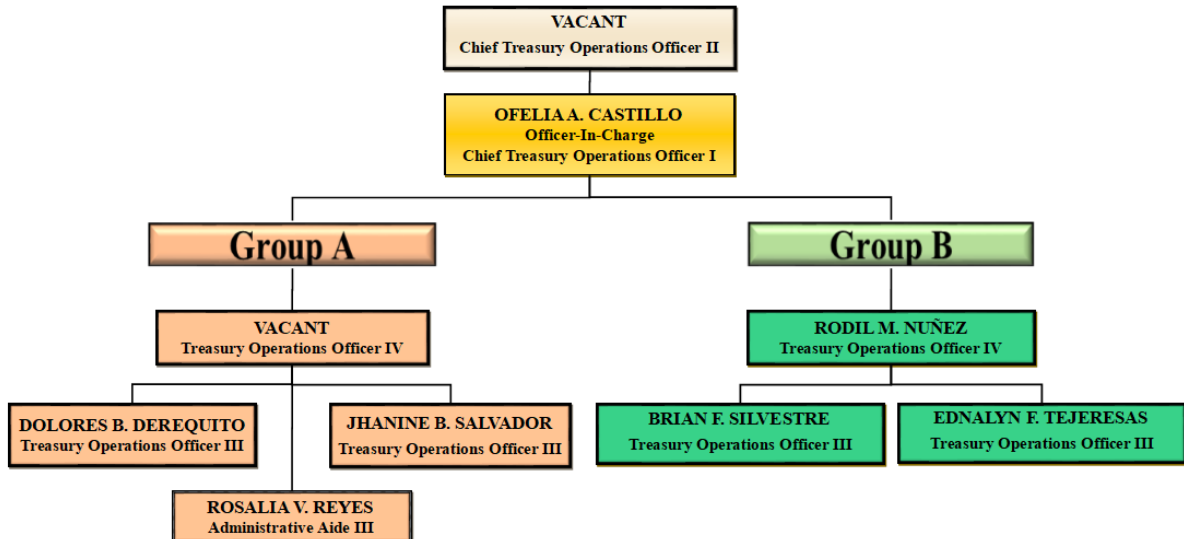




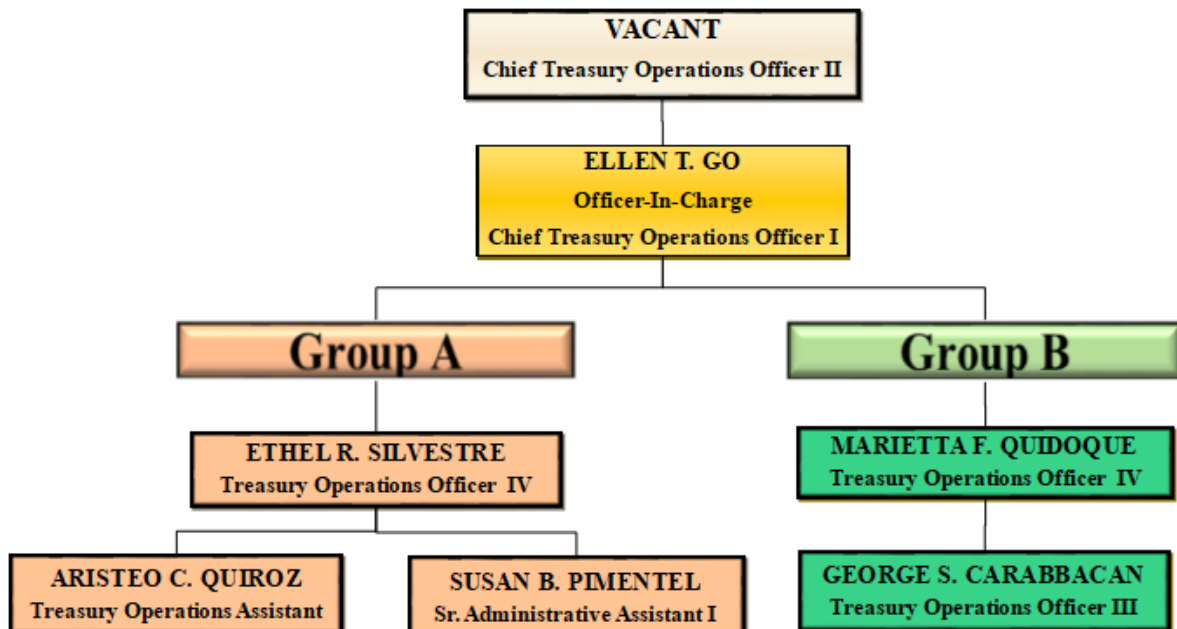
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4. District III



5. District IV





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## FUNCTIONAL STATEMENT

### 1. National Capital Region

#### DIRECTOR II

- ☐ Responsible for the over-all supervision of National Capital Region (NCR);
- ☐ Formulate policy/guidelines affecting NCR operations;
- ☐ Participate in planning activities of the Bureau;
- ☐ Implement and approve plans and programs of the Region;
- ☐ Approve Confirmation Letter of Fidelity Bond of public accountable officers; re-order of MDS check; and opening of bank accounts.
- ☐ Prepare estimate of NG annual and medium-term revenue projections including the assessment of actual versus projected revenue collections monitored by the Regional Office, particularly fidelity bond premium, fees and charges.
- ☐ Provide technical advice and support to various government agencies and other clientele in the implementation of laws, rules and regulations governing NCR operations.
- ☐ Coordinate with the different NGAs and LGUs in the implementation and execution of rules and regulations on NCR operations.

### 2. Regional Office

#### Administrative Section

##### ADMINISTRATIVE OFFICER

- Conduct inventory of Property, Plant and Equipment;
- Process disbursement vouchers;
- Act as custodian of Petty Cash Fund (PCF) for payment of traveling and other MOOE expenses
- Take charge of the maintenance and Safeguard of Office Facilities/Premises/Assets.

##### TREASURY OPERATIONS ASSISTANT

- Process leave applications and computes leave credits of NCR employees;
- Take charge with the canvass/purchase/procurement of office supplies and materials;
- Record and monitor the issuances of office supplies;
- Keep and update personal records of NCR officials and employees;
- Takes charge with the receipt of incoming documents for submission to concerned end-users.



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**DRIVER**

- Act as driver of NCR;
- Take charge of the maintenance of NCR vehicle;
- Deliver correspondence and other documents pertaining to NCR transactions.

**Budgeting Section**

**BUDGET OFFICER**

- Prepare CY budget proposals;
- Prepare annual procurement program;
- Obligation of expenditures;
- Prepare budget reports.

**Accounting and IRA Section**

**ACCOUNTANT**

- Bookkeeping of NCR financial transactions
- Prepare Journal Entry Vouchers (JEV) and other GAM required Forms
- Check the completeness and accuracy of disbursement documents;
- Prepare BIR Tax compliance reports and remittances
- Prepare Financial Statements for Regular Agency and IRA
- Process release of Internal Revenue Allotment (IRA) to Local Government Units.
- Prepare other Periodic Financial Reports required by the Commission on Audit
- Prepare reply/comment on Audit Observation Memorandum

**CASHIER**

- Prepare payrolls for payment of salaries and other benefits accruing to the officials and employees;
- Prepare Monthly Remittance of Salary Deductions
- Prepare and sign MDS checks/LDDAP-ADA for payment of salaries, remittances of personnel deductions (GSIS, Philhealth, NHMFC, HDMF, etc.)
- Prepare the Report of Checks Issued and Cancelled (RCIC) and Report of ADA Issued and Cancelled (RAIC)





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### 3. District Offices

#### **CHIEF TREASURY OPERATIONS OFFICER II**

- Supervise the operation of the District Office;
- Review and recommend approval of Confirmation Letter of Fidelity Bond of accountable public officers;
- Review and recommend approval of request for re-order of MDS Check and opening of bank accounts;
- Review certification letter of deposited national collections.
- Participate attend meetings that require technical advice and support to NGAs and other clientele in the implementation of laws, rules and regulations concerning NCR operations.

#### **CHIEF TREASURY OPERATIONS OFFICER I**

- Consolidate report of deposited national collections and MDS disbursements;
- Review and check completeness of requirements for bond applications of accountable public officers;
- Review certificate of deposited national collections;
- Process request for re-order of MDS check and opening of bank accounts;
- Prepare district's accomplishment monthly report;

#### **TREASURY OPERATIONS OFFICER IV/III/ADMINISTRATIVE OFFICER IV/FISCAL EXAMINER II**

- Encode/download AGDB's daily summary of deposited national collections and MDS disbursements;
- Process fidelity bond application of accountable public officers and ensures correctness of bond premium;
- Prepare certification of deposited national collections;
- Examine the books of accounts of National Collecting Officers/Local Treasurers. • Conduct inventory of Property, Plant and Equipment;

#### **TREASURY OPERATIONS ASSISTANT/ADMINISTRATIVE ASSISTANT III**

- Encode/download AGDB's daily summary of deposited national collections and MDS disbursements;
- Assist in processing of fidelity bond application of accountable public officers;
- Prepare certification of deposited national collections.

#### **ADMINISTRATIVE AIDE III/SECURITY GUARD III/SECURITY AGENT I**

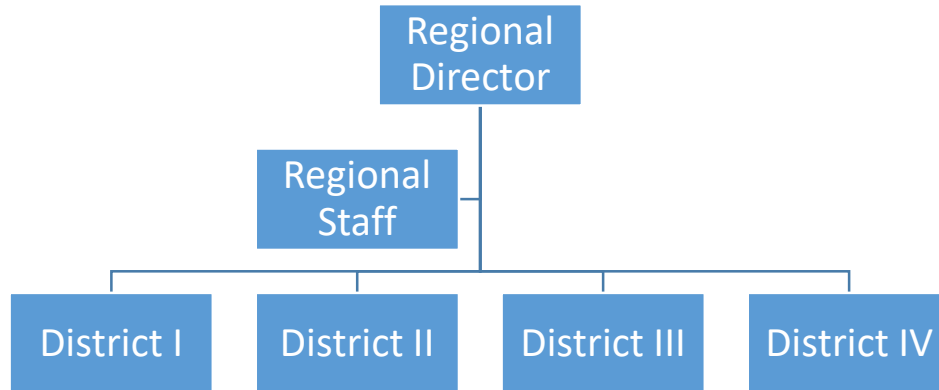
- Secure documents pertaining to deposited national collections and MDS disbursements from Authorized Government Depository/Servicing Banks.
- Assist in addressing administrative requirements/needs of the District Office.



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## A. ORGANIZATIONAL CHART



## B. DIRECTORY

OFFICE	HEAD	EMAIL-ADDRESS	CONTACT NUMBER
Regional Office	Florence B. Almadrigo OIC-Director	fbalmadrigo@treasury.gov.ph	(02) 527-2786
District I	Violeta P. Chavez TOO I/OIC	vpc@treasury.gov.ph	(02) 527-3082
District II	Concepcion S. Austria CTOO II/District II Head	csaustria@treasury.gov.ph	(02) 527-6846
District III	Ofelia A. Castillo CTOO I/OIC	oacastillo@treasury.gov.ph	(02) 527-3083
District IV	Ellen T. Go CTOO I/OIC	etgo@treasury.gov.ph	(02) 527-3080

## C. DEMOGRAPHICS

### 1. By Age

<30	31-40	41-50	51-60	>60	Total
6	0	2	17	8	33

Age	Station					Total	
	RO	District I	District II	District III	District IV		
<30	1	2	1	2	-	6	18%
31-40	-	-	-	-	-	0	-
41-50	2	-	-	-	-	2	6%
51-60	2	2	5	5	3	17	52%
>60	-	2	3	-	3	8	24%
<b>Total</b>	<b>5</b>	<b>6</b>	<b>9</b>	<b>7</b>	<b>6</b>	<b>33</b>	<b>100%</b>





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## 2. By Gender

Male	Female	Total
13	20	33

Gender	Station					Total	
	RO	District I	District II	District III	District IV		
Male	2	4	3	2	2	13	39%
Female	3	2	6	5	4	20	61%
Total	5	6	9	7	6	33	100%

## D. GEOGRAPHIC

District	Number of		Total	Number of Barangay
	Cities	Municipalities		
District I	3	-	3	944
District II	1	-	1	142
District III	5	-	5	116
District IV	7	1	8	503
Total	16	1	17	1,705

## F. OPERATIONS

### 1. Number of Authorized Government Servicing Banks

Gender	Station				Total	
	District I	District II	District III	District IV		
LBP	21	23	23	19	86	82%
DBP	2	4	2	1	9	9%
PVB	2	2	2	1	7	7%
PPSB	1	-	-	-	1	1%
UCPB		2	-	-	2	2%
Total	26	31	27	21	105	100%

### 2. Number of Bonded Accountable Officials

District I	District II	District III	District IV	Total
9,861	4,888	3,941	2,857	21,547