



ADVISORY

BTR-NCR OFFICE CLOSED ON 11-12 MARCH 2021

The Bureau of the Treasury – National Capital Region (BTr-NCR) Office **shall be closed on 11-12 March 2021** to give way to the preventive sanitation and further disinfection of the PDGCC Building premises.

The BTr-NCR is implementing all necessary health protocols, pursuant to and consistent with the directives and guidelines of the Department of Health (DOH), for the protection of the employees and the transacting public alike.

To minimize disruption in the delivery of services to the public, the BTr-NCR shall continue adopting alternative work arrangements. Hence, all accountable public officials and employees are advised to submit applications for Fidelity Bonding, requests for MDS Check Re-Order and Certification of Deposit and Collections, and Opening/Transfer of Bank Accounts, through email including scanned copies of required supporting documents.

In line with the office closure, implementation of the Drop Box System shall continue to be adopted and documents shall be processed when NCR office resumes physical operations.

For queries and concerns, NGAs, LGUS and GOCCs may contact the BTr-NCR officials listed below :

	Contact Person	Address/Contact No.	Areas Covered
RO	Florence B. Almadrigo	fbalmadrigo@treasury.gov.ph Tel. Nos. : 0919-6474380	
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DII	Concepcion S. Austria	csaustria@treasury.gov.ph Tel. Nos. : 0917-5365207	Quezon City
DIII	Ofelia A. Castillo	oacastillo@treasury.gov.ph Tel. Nos. : 0917-6498637	Makati, Muntinlupa, Pasig, Taguig, Marikina
DIV	Ethel R. Silvestre	ersilvestre@treasury.gov.ph Tel. Nos. : 0917-3806728	Valenzuela, Pasay, Caloocan, Pateros, Malabon, Las Piñas, Parañaque, Navotas

All are encouraged to regularly check the following channels for updates/advisories :

- Official website of the BTr (www.treasury.gov.ph)
- Bureau of the Treasury - NCR facebook page

Please be guided accordingly.

Thank you.

10 March 2021