



Funding the Republic

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
Intramuros, Manila



TREASURY CIRCULAR NO. 2-2022
31 May 2022

TO: Heads of National Government Agencies, State Universities and Colleges, All National Collecting Officers and Cashiers, Provincial/City/Municipal Treasurers, Bureau of the Treasury Regional Directors, and Chief Treasury Operations Officer II/Officers-In-Charge, Branch Managers of Authorized Government Depository Banks and all others concerned

SUBJECT: Guidelines in National Deposited Collections and Issuance of Certification of Deposited National Collections in line with the Enhanced National Government Collection and Disbursement System (NGCDS) of the Bureau of the Treasury

A. OBJECTIVES

1. To issue guidelines and procedures in depositing national collections to the Bureau of the Treasury.
2. To require the use of three (3) major clearing accounts per type of funds in depositing national collections for Regular Fund, Inter Agency Transfer of Fund (IATF) and Other-than-IATF.
3. To require the use of specific clearing accounts designated for remittances under Special Account in the General Fund (SAGF) and those classified as Online and/or Electronic Collections.
4. To prescribe the use of National Collecting Officer (NCO) Code, and Unified Account Code Structure (UACS) Organization Code of the Agency to be credited in depositing the National Collections (NC) to the BTr.
5. To provide procedural guidelines relative to the adjustment of collection details reported through the National Government Collection and Disbursement System (NGCDS) by AGDBs.
6. To provide procedures on the issuance of Certification of Deposited National Collections.

ISO 9001:2015 Quality Management System
Certificate No. SCP000233Q



B. GENERAL GUIDELINES

1. The Bureau of the Treasury (BTr) shall open and maintain three (3) major clearing accounts for the following type of funds with Authorized Government Depository Banks (AGDBs) to be used by all National Government Agencies (NGAs).
 - i. BTr- Regular Fund
 - ii. BTr- Inter Agency Trust Fund (IATF)
 - iii. BTr-Other than IATF
2. The BTr clearing accounts for the **Regular Fund** of Bureau of Internal Revenue (BIR) and Bureau of Customs (BOC) with AGDBs shall be maintained and automatically swept to the designated BTr-BIR/BOC Mother account within the day.
3. The BTr shall open and maintain a separate clearing account for the **Special Account in the General Fund (SAGF)** with AGDBs for each NGA that has Organization and Funding Source Codes assigned by the Department of Budget and Management (DBM).
4. The BTr shall also open and maintain a separate clearing account with the AGDBs of NGA with over-the-counter Online Collections (OnColl) and/or Electronic Payment mode supported with the copy of a Memorandum of Agreement (MOA) relative to the said collection and/or payment scheme.
5. The AGDBs shall make available to the NGAs the clearing accounts opened by the BTr for National collection and other remittance.
6. Penalty shall be applied in cases of AGDBs failure to submit collection report/late collection report to the NGCDS in accordance with Treasury Circular No. 03-2013 dated December 11, 2013, D. General Guidelines 5. Penalties for Failure/Incorrect/Late Fund Remittance or Reporting.
7. The BTr shall advise the NGAs of the clearing account and NCO code to be used for their deposited collections or other remittance.

C. SPECIFIC GUIDELINES

I. Deposit/Remittance of Collection

The NGAs shall determine the proper fund classification of the collections to be remitted and use the corresponding clearing accounts assigned for each type of fund:

Account Name	LBP Account Number	Receipts and Income
1. BTr -Regular Fund	3402-2844-20	All fees, charges, assessments, and other receipts or revenues collected by departments, bureaus, and offices of the National Government, including Constitutional Offices accruing as income of the General Fund.
2. BTr - Inter Agency Transfer of Fund (IATF)	3402-2844-38	Receipts or fund transfers from any government agency and GOCC to another agency to facilitate project/program implementation.
3. BTr - Other than IATF	3402-2844-46	Trust Receipts from other sources including private persons or foreign institutions <i>such as performance bonds, affiliation fees, fiduciary fund, bid docs for payment of honorarium, Legal Research Fund, PLI's service fees, guarantee/security deposit, donation, and other receipts</i> for the fulfillment of some obligations.
4. BTr-Special Account in the General Fund (SAGF)	List of SAGF accounts as Annex "A" Designated separate clearing accounts for SAGF per each NGA that has Organization and Funding Source Codes as assigned by DBM	Receipts authorized by law to be recorded as a SAGF or a fund other than the General Fund which were established in accordance with rules and regulations issued by the Permanent Committee. The said special funds may be made available for expenditure, subject to any special provision of the agencies concerned; and other instances authorized by law.

The NGAs, GOCCs and LGUs shall use the designated **BTr- Regular Fund** clearing account in depositing the following nature of collections and use the assigned Organization Code.

Nature of Remittances	Assigned Organization Code
Excess, unused/unutilized funds	110050100001
Interest Income	110050100002
COA Audit Fees	310000100000

a. Remittance through National Collecting Officer (NCO) of NGA (Cash/Check)

- i. For each national collection deposit **cash or check**, the National Collecting Officer shall use a separate **Oncoll Payment Slip** for each **Funding Source** and fill out the required fields, which include the **NCO Code**, and **UACS Organization Code of Agency to be credited**.

Sample form of OnColl payment slip is attached for reference as Annex "B"

- ii. For check deposit, the clearing account number, NCO Code and the UACS Organization Code of Agency to be credited shall also indicated at the back of the check.
- iii. The bank teller shall encode the fields for NCO Codes (6 digits Alphanumeric) and UACS Organization Code (12 digits all numeric) as indicated in the Oncoll Payment Slip to their corresponding system in place.

b. Remittance from NGAs through LDDAP-ADA, and Credit Memo Fund Transfer from other institutions

- i. For each remittance and/or transfer through List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA), the NGAs shall use and indicate the designated clearing account per type of fund and the UACS Organization Code of the Agency to be credited in the LDDAP-ADA form.

Sample form of LDDAP-ADA is attached for reference as "Annex C".

- ii. For each remittance and/or transfer through Letter of Credit Memo Fund Transfer, the NGAs shall use and indicate the designated clearing account per type of fund and the UACS Organization Code of Agency to be credited in the memo/letter to the banks.

- iii. NGAs shall indicate the designated NCO Code as **LD9999** for remittance thru LDDAP-ADA and **FT9999** for credit memo fund transfer advice/letter.
 - iv. AGDB bookkeeper shall encode the UACS Organization Code of Agency to be credited and assigned NCO Code as indicated in the LDDAP ADA form or credit memo fund transfer advice/letter.
- c. **Payment of Individual Depositor to NGAs thru Over-the-Counter Online Collection (OnCOLL)** with existing Memorandum of Agreement (MOA) between AGDB, and NGA for the collection of payment via online collection facility.
- i. The BTr shall open and maintain a separate clearing account with the AGDBs of NGA for OnCOLL mode supported with the copy of a Memorandum of Agreement relative to the said collection and/or payment scheme.
 - ii. NGA shall advise their clients/individual depositors the designated clearing account for OnColl to be used in depositing their payment. NGA clients shall accomplish the OnColl Payment Slip indicating all the fields required as agreed per MOA.
 - iii. Bank Teller shall encode all the fields based on the accomplished OnColl Payment Slip.
 - iv. AGDB shall predefine the NCO Code as **OC9999**.
 - v. AGDB shall predefine the UACS Organization Code based on the designated clearing account for OnColl of specific NGA.
 - vi. AGDB shall sweep all the remittances credited to the parking accounts for OnColl to the designated clearing account per type of fund within the day.

d. Remittance thru Electronic Banking Collection or E-Payment

Covered under the Electronic Banking Collections are the remittances made via electronic payment including but not limited to the following: Link.BizPortal, weAccess, eMDS, RTGS and remittances thru special tie-up with third party providers such as PAYMAYA, GCash, Dragonpay, etc.

- i. The BTr shall open and maintain a separate clearing account with the AGDBs of NGA for Electronic Payment mode supported with the copy of a Memorandum of Agreement relative to the said collection and/or payment scheme.

- ii. NGA shall advise their provider the designated clearing account for E-Payment to be used in their remittance of collections.
- iii. AGDB shall predefine the NCO Code as **EP9999**.
- iv. AGDB shall predefine the UACS Organization Code based on the designated clearing account for E-Payment of specific NGA.
- v. AGDB shall sweep all the remittances credited to the parking accounts for E-Payment to the designated clearing account per type of fund within the day.

II. Report of Collection

- a. All AGDBs shall submit to BTr their nominated names of users as **Uploader** and **Approver** for registration and user creation in the NGCDS.
- b. The enhanced system requires the AGDBs to submit to BTr the daily collection report comprising all NGAs' collections including adjustments and the **National Collecting Officer Code and Agency to be Credited (Organization Code)** in Comma Separated Value (.csv) file format, **through uploading facility access in the NGCDS not later than 7:00 PM of the succeeding banking day** from the date of collection using the following naming convention:

File Naming Convention:

AAAXXXMMDDYYTYPEMMDDYYCODECAAN**COORG**.csv

Where:

AAA- -Bank Code (LBP, DBP, UCPB, PVB, OFB)

XXXX- Branch Code

MMDDYYYY- Transaction date and time

TYPE- Transaction Type (Cash, Check, LDDAP-ADA, OnColl, E Payment)

MMDDYYYY- Date Credited

CODE- UACS Organization Code

CA- Clearing Account (*Clearing Account should be mapped to Funding Source Code-UACS*)

A- Amount

NCO- National Collecting Officer Code

ORG- Agency to be Credited (UACS Organization Code)

- c. In case the reporting date is a non-banking day, submission of collection report to NGCDS shall be made on the succeeding banking day.

- d. The AGDBs shall ensure the proper adoption of the UACS Organization codes in all collection reports.
- e. The AGDBs shall ensure that all deposited collections /remittances through Regular Deposit, Online Collections, Electronic Payment Scheme, Direct Remittance, LDDAP-ADA, Letter request to credit/ Fund Transfer Advice and other type of remittances are included in the Daily Summary of Collection Reports uploaded in the NGCDS.
- f. The daily collection report uploaded by the AGDBs in the NGCDS shall be equal to the amount remitted to the Treasury Single Account maintained with Bangko Sentral ng Pilipinas.
- g. A detailed deposited collection report per agency and by fund shall be generated from the NGCDS that will serve as a ledger / record of all the transactions that are to be recorded/reclassified in the National Government Accounting System (NGAs).

III. Adjustment/s

A. Reporting of Collection

1. The AGDBs shall ensure that details of any adjustments pertaining to the NGAs collections are indicated in the submitted daily collection report to BTr. Adjustments shall be allowed on the following reasons:
 - a. Returned checks
 - b. Over/under/double posted collections thru over-the-counter Online Collections (OnColl) and/or Electronic Payment;
 - c. Reclassification of type of funding source due to incorrect clearing account used
 - d. Reclassification of NCO Code and Organization code of the Agency to be credited.
2. AGDBs shall have an option to "Add", "Edit" or "Delete" transaction line to effect the adjustment on the daily collection report in the uploading facility of the NGCDS **if the report has not yet been submitted to BTr.**
3. AGDBs shall re-upload and re-submit the revised and adjusted file of the collection report in the NGCDS if it is **within the cut-off time** of submission of the report, NGCDS shall automatically overwrite the file in the database.

4. AGDBs shall submit a Data Change Request Form with the details of errors or adjustments and the complete supporting documents to BTr not later than three (3) days after the transaction date if the error or adjustment was identified **beyond the cut-off time** of submission of the collection report in the BTr thru NGCDS.

Template form of Data Change Request Form is attached for reference as "Annex "D".

5. In case of NGAs request for any adjustment the accomplished Data Change Request Form with complete supporting documents shall be submitted to BTr-National Cash Accounting Division (NCAD).
6. BTr-NCAD upon receipt of the Data Change Request Form from AGDBs and/or NGAs shall validate if the transaction indicated is subject for the following adjustment:
 - a. If reclassification of collection has been made and recognized in the BTr NG books, NCAD shall prepare a Journal Entry Voucher (JEV) in National Government Accounting System (NGAS) to effect the adjustment and shall input the JEV Adjustment Reference No. in the NGCDS.
 - b. If the collection report has not yet been reclassified in the BTr NG books, BTr-NCAD shall have an option to adjust directly in the NGCDS to "Add", "Edit" or "Delete" the transaction line, to effect the adjustment with an audit trail.
8. On the noted discrepancy, NGAs / AGDBs shall submit to BTr-NCAD the relevant documents such as bank validated deposit slips, bank credit advice for any adjustments and/or reclassification for the current collections within the current year or until the 31st of January of the succeeding year to make the necessary adjustments in the BTr National Government (NG) books.
9. Adjustment/ reclassification related to prior years' deposited collections which were erroneously deposited/remitted to the BTr under the General Fund instead of Trust receipts and/or SAGF account which were closed to Accumulated Surplus/Deficit in the NG books at year-end and already part of the Appropriated Surplus of the NG for that particular year, hence any adjustment thereto shall be recognized and charged against the current year General Fund collections of the requesting NGAs.

B. Refund of Remittance

1. For request for adjustment subject for refund due to over/double posted remittance, and erroneous deposit in the BTr account via over-the-counter NCO remittance, the requesting AGDBs/NGAs shall submit to BTr-NCAD the **Approval Request Form** accompanied by written letter request with the details of errors or adjustments and the the complete supporting documents.

Template form of Approval Request Form is attached for reference as "Annex "E".

2. BTr-NCAD upon receipt of the Approval Request Form from AGDBs/NGAs shall validate if the transaction is subject for refund.
3. If a request for refund is valid the BTr-NCAD shall endorse to BTr Asset Management Service to do the necessary advice to AGDBs to effect the adjustment in the BTr account.

III. Issuance of Certification

1. The BTr- NCAD which acts as the record keeper of the cash accounts shall issue Confirmation/Certification of Deposited National Collections particularly on the **shares of various beneficiary Agencies** from the collections of Other NGAs which are not reflected in the NGCDS and are recorded/reclassified in the respective books of accounts in the BTr-NG.
2. The BTr-NCAD shall issue Confirmation/Certification of Deposited National Collections regardless of type of Funds requested by NGAs for remittances from **prior years up to July 31, 2022**.
3. The BTr Regional/District/Provincial Office shall issue Confirmation/Certification of Deposited National Collections requested by NGAs for remittances for the current year starting **August 1, 2022**.
4. Requests for Certification/Confirmation requiring adjustment and/or reclassification from one fund to another shall be supported by BTr NCAD JEV recognizing the adjustment before a certification can be issued by BTr ROs/POs.

D. DISBURSEMENTS

1. Authorized Government Servicing Banks (AGSBs) shall submit daily to the BTr Central Office- NCAD the consolidated report of negotiated amounts of MDS checks/LDDAP-ADA serviced during a given day. The report shall adopt the organization, funding source and the allotment/object class codes in Unified Accounts Code Structure (UACS) format.
2. BTr-NCAD shall upload the daily consolidated report of the negotiated MDS Report in the Disbursement Module of NGCDS and make the corresponding monthly reclassification by Agency and by Fund in the accounting system (NGASv2).

E. RECONCILIATION

1. AGDBs shall submit to BTr a monthly collection report comprising all NGAs' collections/remittances in Comma Separated Value (.csv) file format, **through uploading facility in the NGCDS** for the monthly reconciliation process.
2. BTr-NCAD shall furnish the NGAs with the Monthly Statement of Deposited Collections/Remittances receipts/revenues deposited to the BTr thru AGDBs and Statement of Disbursement for SAGF and Trust Receipts representing MDS negotiated thru AGBs.
3. The NGAs upon receipt of the Monthly Statement of Deposited Collections/Remittances and Disbursements shall reconcile and validate against their records. Discrepancy of the recorded data shall be submitted to BTr-NCAD within 30 days upon receipt of statement otherwise shall be construed as reconciled/validated.

F. TRANSITORY PROVISION ON THE USE OF CLEARING ACCOUNTS, NCO AND UACS ORGANIZATION CODES IN DEPOSITING NATIONAL COLLECTIONS

The NGA's NCO shall continue to use designated clearing account, regular deposit slip for their remittances and submit List of Deposited National Collections (LDC) of their daily deposits with Development Bank of the Philippines (DBP), and Philippine Veterans Bank (PVB) while their systems are being enhanced. The BTr shall advise the NGAs when the NGCDS is already in place to capture the enhancement of the systems of DBP and PVB.

G. HELP DESK

BTr Help Desk may be contacted for any concerns or inquiries in connection with the implementation of this Circular.

Concern	Contact Person	Contact Number Email Address
NGCDS Help Desk	NGCDS Support Team	ngcdshelpdesk@treasury.gov.ph
Accounting	Mary Grace Roselee Basilio-Doctor	8524-7032 mgdoctor@treasury.gov.ph
NCR Regional Office	Concepcion S. Austria	8527-6846 district2@treasury.gov.ph
	Ofelia A. Castillo	8527-3083 district3@treasury.gov.ph


H. REPEALING CLAUSE

This repeals guidelines and procedures under the following issuance:

- a. *Treasury Circular No. 02-2021 dated 27 April 2021 entitled, "Enhanced Guidelines in National Deposited Collections and Disbursements in line with the New National Government Collection and Disbursement System (NGCDS) of the Bureau of the Treasury"*
- b. *Treasury Circular No. 05-2014 dated 26 September 2014 entitled: Amendment to Treasury Circular No. 03-2014 dated June 16, 2014, re Guidelines in Depositing National Collections to the National Treasury*
- c. *Treasury Circular No. 03-2014 dated 16 June 2014 re: Guidelines in Depositing National Collections to the National Treasury"; Guidelines in Depositing National Collections to the National Treasury*

I. EFFECTIVITY/IMPLEMENTATION

This circular shall take effect **July 1, 2022**.


ROSALIA V. DE LEON
Treasurer of the Philippines

ANNEX A:
LIST OF CLEARING ACCOUNTS FOR THE SPECIAL ACCOUNT IN THE GENERAL FUND (SAGF)

Bank: Land Bank of the Philippines (LBP)

	Clearing Account Name	Fund Sub-Category	Funding Source Code	New Clearing Account (ED: July 1, 2022)	Agency to be Credited	UACS Organization Code	Description/ Legal Basis
1	BTr-Fidelity Bond Fund	Fidelity Bond Fund	03104344	3402-2851-59	Bureau of the Treasury (BTr) (or specific Agency Name of BTr-Regional Office)	110050100000 (or specific Organization Code of BTr-Regional Office)	Public Bonding Law - Sections 313-335 Chapter 15, Revised Administrative Code of 1917
2	BTr- Department of Agrarian Reform- FF ARE SAGF 03104321	Fiduciary Fund for Agrarian Reform Education	03104321	3402-2848-61	Department of Agrarian Reform (DAR) (or specific Agency Name of DAR-Regional Office)	040010100000 (or specific Organization Code of DAR-Regional Office)	Interest income from investments in treasury notes - RP-US Agreement P.L. 480
3	BTr- Department of Agriculture- ARF SAGF	Agrarian Reform Fund	03104322	3402-2844-89	Department of Agriculture (DA) (or specific Agency Name of DA-Regional Office)	050010100000 (or specific Organization Code of DA-Regional Office)	Income and collections from Agrarian Reform operations and proceeds from assets recovered and sales of ill-gotten wealth - R.A. 9700
4	BTr- DENR ARF SAGF	Agrarian Reform Fund	03104322	3402-2844-97	Department of Environment and Natural Resources (DENR) (or specific Agency Name of DENR-Regional Office)	100020100000 (or specific Organization Code of DENR-Regional Office)	Income and collections from Agrarian Reform operations and proceeds from assets recovered and sales of ill-gotten wealth - R.A. 9700
5	BTr- Land Registration Authority ARF SAGF	Agrarian Reform Fund	03104322	3402-2845-00	Land Registration Authority	150040000000	Income and collections from Agrarian Reform operations and proceeds from assets recovered and sales of ill-gotten wealth - R.A. 9700
6	BTr- Presidential Commission on Good Govt ARF SAGF	Agrarian Reform Fund	03104322	3402-2845-19	Presidential Commission on Good Government	150090000000	Income and collections from Agrarian Reform operations and proceeds from assets recovered and sales of ill-gotten wealth - R.A. 9700
7	BTr- Department of Agrarian Reform- ARF SAGF 03-104322	Agrarian Reform Fund	03104322	3402-2850-43	Department of Agrarian Reform (DAR) (or specific Agency Name of DAR-Regional Office)	040010100000 (or specific Organization Code of DAR-Regional Office)	Income and collections from Agrarian Reform operations and proceeds from assets recovered and sales of ill-gotten wealth - R.A. 9700

	Clearing Account Name	Fund Sub-Category	Funding Source Code	New Clearing Account (ED: July 1, 2022)	Agency to be Credited	UACS Organization Code	Description/ Legal Basis
8	BTr- BFAR- WMF SAGF	Wildlife Management Fund	03104325	3402-2845-27	Bureau of Fisheries and Aquatic Resources (BFAR) (or specific Agency Name of BFAR-Regional Office)	050030100000 (or specific Organization Code of BFAR-Regional Office)	Donations, permits, fines, charges from wildlife related activities - R.A. 9147
9	BTr- Fertilizer and Pesticide Authority- SAGF	Support to the Fertilizer and Pesticide Program	03104326	3402-2848-70	Fertilizer and Pesticide Authority	050050000000	Support to the Fertilizer and Pesticide Program
10	BTr- Livestock Development Council- LDF SAGF	Livestock Development Fund	03104327	3402-2848-88	Livestock Development Council	050070000000	Registration Fees of large cattle - P.D. 914
11	BTr- National Meat Inspection Service MISDTF SAGF	Meat Inspection Service Development Trust Fund	03104328	3402-2845-35	National Meat Inspection Service	050090000000	Fees, fines and other charges by the NMIS - Section 46, R.A. 9296
12	BTr- National Book Dev Board IMDCF SAGF	Instructional Materials Development Center Fund	03104330	3402-2845-43	National Book Development Board	070020000000	R.A. 8047
13	BTr- Department of Energy- SAGF	Collections from other production shares and miscellaneous income	03104332	3402-2845-51	Department of Energy	090010000000	Fees, revenues and receipts from the exploration, development and exploitation of energy resources - P.D. Nos. 87/972/1234/1442/9513
14	BTr- Department of Energy- TTEMF SAGF	Technology Transfer for Energy Management Fund	03104333	3402-2845-60	Department of Energy	090010000000	Interest Income in USAID-assisted Technology Transfer for Energy Management (TTEM) - R.A. 7638
15	BTr- DENR- IPAF SAGF	Integrated Protected Areas Fund	03104334	3402-2850-51	Department of Environment and Natural Resources (DENR) (or specific Agency Name of DENR-Regional Office)	100010100000 (or specific Organization Code of DENR-Regional Office)	All income generated from the operation of NIPAS or management of wild flora and fauna - R.A. 7586

	Clearing Account Name	Fund Sub-Category	Funding Source Code	New Clearing Account (ED: July 1, 2022)	Agency to be Credited	UACS Organization Code	Description/ Legal Basis
16	BTr- Biodiversity Management Bureau- WMF SAGF	Wildlife Management Fund	03104335	3402-2845-78	Biodiversity Management Bureau	100020100000	Fines, awards, fees, charges, donations, endowments, administrative fees or grants in the form of contribution - R.A. 9147
17	BTr- Palawan Council for Sustainable Dev Staff WMF SAGF	Wildlife Management Fund	03104335	3402-2845-86	Palawan Council for Sustainable Development Staff	100060000000	Fines, awards, fees, charges, donations, endowments, administrative fees or grants in the form of contribution - R.A. 9147
18	BTr- DENR- SCL SAGF	Sale of Confiscated Logs	03104336	3402-2845-94	Department of Environment and Natural Resources (DENR) (or specific Agency Name of DENR-Regional Office)	100010100000 (or specific Organization Code of DENR-Regional Office)	E.O. 277; LOI 1020; BP 879
19	BTr- Environmental Management Bureau- AQMF SAGF	Air Quality Management Fund	03104337	3402-2848-96	Environmental Management Bureau (EMB) (or specific Agency Name of EMB-Regional Office)	100020100000 (or specific Organization Code of EMB-Regional Office)	Fines, awards, fees, donations, endowments, and grants in the form of contribution - R.A. 8749
20	BTr- Mines and Geo-Sciences Bureau- SAGF	Mines and Geosciences Bureau	03104338	3402-2846-08	Mines and Geo-Sciences Bureau (MGB) (or specific Agency Name of MGB-Regional Office)	100030100000 (or specific Organization Code of MGB-Regional Office)	10% of all royalties and revenues from development and utilization of the mineral resources (Mineral Reservations - R.A. 7942)
21	BTr- Bureau of Customs- NICISPF SAGF	Non-Intrusive Container Inspection System Project Fund	03104339	3402-2846-16	Bureau of Customs	110020100000	Income from Container Security Fee - E.O. Nos. 592/635
22	BTr- Bureau of Customs- SGLTF SAGF	Super Green Lane Trust Fund	03104340	3402-2846-24	Bureau of Customs	110020100000	Service fees for usage of Super Green lane facility - E.O. Nos. 230/563
23	BTr- Bureau of Customs- Tax Refund SAGF	Tax Refund	03104341	3402-2846-32	Bureau of Customs	110020100000	Refund of Input VAT - R.A. 8424

	Clearing Account Name	Fund Sub-Category	Funding Source Code	New Clearing Account (ED: July 1, 2022)	Agency to be Credited	UACS Organization Code	Description/ Legal Basis
24	BTr- Bureau of Internal Revenue- Bank Penalties Fund SAGF	Bank Penalties Fund	03104343	3402-2849-00	Bureau of Internal Revenue	110030100000	Penalties imposed to banks on delayed remittances - E.O. 937
25	BTr- Insurance Commission- Pre- Need Fund SAGF	Pre-Need Fund	03104346	3402-2849-18	Insurance Commission	110080000000	Retention and Utilization of Fees, Charges and Other Income from the Regulation of Pre-need Companies - R.A. 9829
26	BTr- Food and Drug Administration- SAGF	DOH OSEC FDA-SAGF	03104348	3402-2849-26	Food and Drug Administration	130010200001	Income from fees fines, royalties and other charges authorized under R.A. 9502
27	BTr- Bureau of Quarantine- SAGF	OSEC-BQIHS SAGF	03104349	3402-2846-40	Bureau of Quarantine	130010100000	50% of Income from Quarantine Services - R.A. 9271
28	BTr- Bureau of Fire Protection- SAGF	Bureau of Fire Protection	03104350	3402-2846-59	Bureau of Fire Protection (BFP) (or specific Agency Name of BFP-Regional Office)	140020300000 (or specific Organization Code of BFP-Regional Office)	Fees and Fines under the Fire Code of the Philippines - R.A. 9154
29	BTr- Department of Justice- SAGF	Department of Justice (OSEC) Legal Fees	03104351	3402-2849-34	Department of Justice	150010100000	Legal Fees - R.A. 9279
30	BTr- Land Registration Authority- SAGF	Land Registration Authority	03104352	3402-2849-42	Land Registration Authority	150040000000	20% of Land Registration Fees of the Register of Deeds of LGUs and LRA - P.D. 1529
31	BTr- Office of the Solicitor General- SAGF	Office of the Solicitor General	03104353	3402-2849-50	Office of the Solicitor General	150070000000	50% of fees and charges on naturalized aliens under the old Naturalization Law - L.O.I. 278 /R.A. 9417

	Clearing Account Name	Fund Sub-Category	Funding Source Code	New Clearing Account (ED: July 1, 2022)	Agency to be Credited	UACS Organization Code	Description/ Legal Basis
32	BTr- DOLE- Verification Fee Fund SAGF	Verification Fee Fund	03104354	3402-2849-69	Department of Labor and Employment (DOLE) (or specific Agency Name of DOLE-Regional Office)	160010100000 (or specific Organization Code of DOLE-Regional Office)	Verification Fees of Foreign Post - E.O. 1022
33	BTr- NCMB- Special Voluntary Arbitration Fund SAGF	Special Voluntary Arbitration Fund	03104355	3402-2849-77	National Conciliation and Mediation Board (NCMB) (or specific Agency Name of NCMB-Regional Office)	160030100000 (or specific Organization Code of NCMB-Regional Office)	CBA Registration Fees - R.A. 6721
34	BTr- Department of National Defense- APDRF SAGF	Asia Pacific Disaster Response Fund	03104356	3402-2846-67	Department of National Defense	170010000000	Tropical Storm Ketsana (Ondoy) Project
35	BTr- AFP- GHQ- Modernization SAGF	AFP Modernization Trust Fund	03104357	3402-2846-75	Armed Forces of the Philippines - General Headquarters	170101700001	Share from the proceeds of sale, lease or joint development, public-private partnership, sale of the products of Government Arsenal, disposal of repairable equipment, budgetary surplus, donations and interest income - R.A. 7227, R.A. 7898, R.A. 10349
36	BTr- Department of Tourism- TDF SAGF	Tourism Development Fund	03104361	3402-2846-83	Department of Tourism (DOT) (or specific Agency Name of DOT-Regional Office)	210010100000	Accreditation, training fees, miscellaneous income - R.A. 9593
37	BTr- LTO- Seat Belt Use Fund SAGF	Seat Belt Use Fund (LTO)	03104364	3402-2850-60	Land Transportation Office (LTO) (or specific Agency Name of LTO-Regional Office)	380011900000 (or specific Organization Code of LTO-Regional Office)	Fines imposed on the implementation of Seat Belt Use - R.A. 8750
38	BTr- Maritime Industry Authority- Tonnage Fees SAGF	MARINA Tonnage Fees	03104365	3402-2849-85	Maritime Industry Authority (MARINA) (or specific Agency Name of MARINA-Regional Office)	380030100000 (or specific Organization Code of MARINA-Regional Office)	Tonnage Fees - R.A. 9295
39	BTr- Office for Transportation Security- NCASC SAGF	National Civil Aviation Security Committee (NCASC)	03104366	3402-2849-93	Office for Transportation Security	380050000000	Aviation security fees collected from passengers at the airports - E.O. Nos. 277/311

	Clearing Account Name	Fund Sub-Category	Funding Source Code	New Clearing Account (ED: July 1, 2022)	Agency to be Credited	UACS Organization Code	Description/ Legal Basis
40	BTr- Phil Statistical Research and Training Inst- IEEF SAGF	Interest Earnings of the Endowment Fund	03104367	3402-2846-91	Philippine Statistical Research and Training Institute	240060000000	Interest Income - E.O. 211
41	BTr- Commission on Filipino Overseas- SAGF	CFO SAGF	03104368	3402-2847-05	Commission on Filipino Overseas	260030000000	Donations from Overseas Filipinos, grants from multinational agencies, financial support from the CFOs corporate and government partners, and other income from projects and activities
42	BTr- CHED- SAGF	Higher Education Development Fund	03104369	3402-2847-13	Commission on Higher Education (CHED) (or specific Agency Name of CHED-Regional Office)	260040000000 (or specific Organization Code of CHED-Regional Office)	40% share from travel tax, 30% from registration fees of PRC and 1% of gross sales of lotto operations of PCSO - RA 7722
43	BTr- Dangerous Drugs Board- SAGF	DDB SAGF	03104370	3402-2847-21	Dangerous Drugs Board	260060000000	25% of gross receipts from breakages of Phil. Racing Club, Inc. and Manila Jockey Club, Inc., 10% of unclaimed/forfeited sweepstakes/lotto prizes from PCSO and P5M per month from PAGCOR - R.A. Nos. 7953, 8407, 1965
44	BTr- Film Development Council of the Philippines- SAGF	FDCP SAGF	03104371	3402-2850-00	Film Development Council of the Philippines	260090000000	Registration fees/charges and amusement taxes - R.A. 9167
45	BTr- Games and Amusements Board- SAGF	GAB SAGF	03104372	3402-2847-30	Games and Amusements Board	260100000000	3% of the gross gate receipts from the conduct of professional basketball and other professional games and income from television, radio and motion picture rights - E.O. 120, P.D. 871
46	BTr- Housing and Land Use Regulatory Board- SAGF	HLURB SAGF	03104373	3402-2850-19	Housing and Land Use Regulatory Board (HLURB) (or specific Agency Name of HLURB-Regional Office)	260120100000 (or specific Organization Code of HLURB-Regional Office)	Service/Processing Fees, Fines, Penalties - E.O. Nos. 648/90
47	BTr- MTRCB- SAGF	MTRCB SAGF	03104374	3402-2847-48	Movie and Television Review and Classification Board	260150000000	Share on the annual revenue collection of MTRCB - Sec. 20 of P.D. 1986

	Clearing Account Name	Fund Sub-Category	Funding Source Code	New Clearing Account (ED:July 1, 2022)	Agency to be Credited	UACS Organization Code	Description/ Legal Basis
48	BTr- Office of the Presidential Adviser on the Peace Process- SAGF	The Asian Foundation	03104376	3402-2847-56	Office of the Presidential Adviser on the Peace Process	260260000000	Donation
49	BTr- Presidential Commission for the Urban Poor- SAGF	PCUP SAGF	03104378	3402-2847-64	Presidential Commission for the Urban Poor	260330000000	Donations from Local Sources
50	BTr- Philippine Coconut Authority- SAGF	PCA SAGF	03104381	3402-2847-72	Philippine Coconut Authority	350080100000	Fees from copra exporters, oil millers, desiccators and other end-users of coconut products - P.D. 1234/P.D. 1854
51	BTr- Tourism Promotions Board- SAGF	Tourism Promotions Board Fund	03104382	3402-2847-80	Tourism Promotions Board	350410000000	Proceeds from the investment earnings of the Tourism Promotions Trust, Dividend shares from PAGCOR, Duty Free Philippines Corporation and others - R.A. 9593
52	BTr- Environmental Management Bureau- NWQMF SAGF	National Water Quality Management Fund	03104385	3402-2850-27	Environmental Management Bureau (EMB) (or specific Agency Name of EMB-Regional Office)	100020100000 (or specific Organization Code of EMB-Regional Office)	Fines, awards, fees, donations, endowments and grants in the form of contribution - RA 9275
53	BTr- Environmental Management Bureau- AWQMF SAGF	Area Water Quality Management Fund	03104386	3402-2850-35	Environmental Management Bureau (EMB) (or specific Agency Name of DENR-Regional Office)	100020100000 (or specific Organization Code of DENR-Regional Office)	Fees collected under the waste water charge system, donations, endowments and grants - RA 9275
54	BTr- Department of Agriculture- SF SAGF	Seed Fund	03104387	3402-2847-99	Department of Agriculture (DA) (or specific Agency Name of DA-Regional Office)	050010100000 (or specific Organization Code of DA-Regional Office)	Proceeds of sales, fines and donations - R.A. 7308
55	BTr- Department of Agriculture- CEMF SAGF	Competitiveness Enhancement Measures Fund	03104388	3402-2848-02	Department of Agriculture (DA) (or specific Agency Name of DA-Regional Office)	050010100000 (or specific Organization Code of DA-Regional Office)	50% of revenues collected from fees, charges and safeguard duties (RA 8800)

	Clearing Account Name	Fund Sub-Category	Funding Source Code	New Clearing Account (ED:July 1, 2022)	Agency to be Credited	UACS Organization Code	Description/ Legal Basis
56	BTr- DPWH- National Building Code Development Fund	National Building Code Development Fund	03104389	3402-2848-10	Department of Public Works and Highways	180010100000	National building permit collections and remittances pursuant to PD 1096
57	BTr- Department of Agriculture- LPF SAGF	Livestock Promotion Fund	03104390	3402-2848-29	Department of Agriculture (DA) (or specific Agency Name of DA-Regional Office)	050010100000 (or specific Organization Code of DA-Regional Office)	Sourced from the sale of agricultural propagation, breeding or meat purposes or the renting or loaning for breeding purposes, or the slaughter and sale in the form of meat of the animals
58	BTr- BFAR- FMF SAGF	Fisheries Management Fund	03104391	3402-2848-37	Bureau of Fisheries and Aquatic Resources (BFAR) (or specific Agency Name of BFAR-Regional Office)	050030100000 (or specific Organization Code of BFAR-Regional Office)	To be used for the conservation, protection and regulation of fishery and aquatic resources sourced from endowments, grants, donations, administrative fines and penalties imposed under Section 19 of R.A. No. 10654
59	BTr- DICT- SAGF	Free Public Internet Access Fund (FPIAF)	03104392	3402-2848-45	Department of Information and Communications Technology	190060000000	Deposits made by the NTC out of the Spectrum Users Fee - R.A. 10929
60	BTr- DPWH- MVUC SAGF	Special Road Fund	03104394	3402-2848-53	Department of Public Works and Highways	180000000000	Motor Vehicle User's Charge (MVUC) Tax Collections - R.A. 11239

ANNEX B:
SAMPLE FORM OF ONCOLL PAYMENT SLIP

Note:

- Merchant/Agency Name : *BTr Account Name / Name of Agency to be credited*
- Reference Number 1 : *UACS Organization Code of Agency to be credited (12 digits- Numeric)*
- Reference Number 2 : *NCO Code (6 Digits Alpha Numeric)*

Figure 1: Deposit for Regular Fund

ONCOLL PAYMENT SLIP		LANDBANK	
Please check the appropriate mode of payment.		DATE	
<input checked="" type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> DEBIT FROM ACCOUNT		05/02/2022	
MERCHANT / AGENCY DEPOSIT ACCOUNT NUMBER		MERCHANT / AGENCY NAME	
3 4 0 2 2 8 4 4 2 0		BTr - Regular Fund / LTO - Central Office	
Reference Number 1		Printed Name and Signature of Payor / Depositor / Representative	
380011900000 (LTO - CO - Org. Code)		Juan Dela Cruz	
Reference Number 2		Validation	
JD0001			
Reference Number 3 (Numeric)			
Amount P12,000.00			

Figure 2: Deposit for Inter Agency Transfer of Fund (IATF)

ONCOLL PAYMENT SLIP		LANDBANK	
Please check the appropriate mode of payment.		DATE	
<input checked="" type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> DEBIT FROM ACCOUNT		05/02/2022	
MERCHANT / AGENCY DEPOSIT ACCOUNT NUMBER		MERCHANT / AGENCY NAME	
3 4 0 2 2 8 4 4 3 8		BTr - Inter Agency Transfer Fund (IATF) (Source Agency) e	
Reference Number 1		Printed Name and Signature of Payor / Depositor / Representative	
380012000000 (LTFRB - Org. Code) Recipient Agency		Juan Dela Cruz	
Reference Number 2		Validation	
JD0001			
Reference Number 3 (Numeric)			
Amount P1,000,000.00			

Figure 3: Deposit for Other than - IATF

ONCOLL PAYMENT SLIP		LANDBANK	
Please check the appropriate mode of payment.		DATE	
<input checked="" type="checkbox"/> CASH	<input type="checkbox"/> CHECK	<input type="checkbox"/> DEBIT FROM ACCOUNT	05/02/2022
MERCHANT / AGENCY DEPOSIT ACCOUNT NUMBER		MERCHANT / AGENCY NAME	
3 4 0 2 2 8 4 4 4 6		BTr - Other than IATF / LTO - Central Office	
Reference Number 1		Printed Name and Signature of Payor / Depositor / Representative	
380011900000 (LTO - CO - Org. Code)		Juan Dela Cruz	
Reference Number 2		Validation	
JD0001			
Reference Number 3 (Numeric)			
Amount P12,000.00			

Figure 4: Deposit for Special Account in the General Fund (SAGF)

Sample: Fidelity Bond Premium Collections

ONCOLL PAYMENT SLIP		LANDBANK	
Please check the appropriate mode of payment.		DATE	
<input checked="" type="checkbox"/> CASH	<input type="checkbox"/> CHECK	<input type="checkbox"/> DEBIT FROM ACCOUNT	05/02/2022
MERCHANT / AGENCY DEPOSIT ACCOUNT NUMBER		MERCHANT / AGENCY NAME	
3 4 0 2 2 8 5 1 5 9		BTr - Fidelity Bond Fund / Bureau of the Treasury	
Reference Number 1		Printed Name and Signature of Payor / Depositor / Representative	
110050100000 (BTr - Org. Code)			
Reference Number 2		Validation	
JD0001			
Reference Number 3 (Numeric)			
Amount P30,000.00			

Figure 5: Deposit for Special Account in the General Fund (SAGF)
Sample: LTO Collections for DPWH – Special Road Fund

ONCOLL PAYMENT SLIP		LANDBANK	
Please check the appropriate mode of payment.		DATE	
<input checked="" type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> DEBIT FROM ACCOUNT		05/02/2022	
MERCHANT / AGENCY DEPOSIT ACCOUNT NUMBER		MERCHANT / AGENCY NAME	
<div>3</div> <div>4</div> <div>0</div> <div>2</div> <div>2</div> <div>8</div> <div>4</div> <div>8</div> <div>5</div> <div>3</div>		BTr - DPWH - MVUC SAGF / DPWH Central Office	
Reference Number 1		Printed Name and Signature of Payor / Depositor / Representative	
1800000000000 (DPWH – Org. Code)			
Reference Number 2		Validation	
JD0001			
Reference Number 3 (Numeric)			
Amount			
P30,000.00			

Figure 6: Deposit for Special Account in the General Fund (SAGF)
Sample: LTO Collections for Seatbelt Use Fund

ONCOLL PAYMENT SLIP		LANDBANK	
Please check the appropriate mode of payment.		DATE	
<input checked="" type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> DEBIT FROM ACCOUNT		05/02/2022	
MERCHANT / AGENCY DEPOSIT ACCOUNT NUMBER		MERCHANT / AGENCY NAME	
<div>3</div> <div>4</div> <div>0</div> <div>2</div> <div>2</div> <div>8</div> <div>5</div> <div>0</div> <div>6</div> <div>0</div>		BTr LTO Seatbelt Use Fund SAGF / LTO Central Office	
Reference Number 1		Printed Name and Signature of Payor / Depositor / Representative	
380011900000 (LTO – CO – Org. Code)		Juan Dela Cruz	
Reference Number 2		Validation	
JD0001			
Reference Number 3 (Numeric)			
Amount			
P12,000.00			


Figure 7: Deposit for Special Account in the General Fund (SAGF)
Sample: LTO Collections for EMB – Air Quality Management Fund

ONCOLL PAYMENT SLIP		LANDBANK	
Please check the appropriate mode of payment.		DATE	
<input checked="" type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> DEBIT FROM ACCOUNT		05/02/2022	
MERCHANT / AGENCY DEPOSIT ACCOUNT NUMBER		MERCHANT / AGENCY NAME	
3 4 0 2 2 8 4 8 9 6		BTr EMB - AQMF SAGF / Environmental Management Bureau	
Reference Number 1		Printed Name and Signature of Payor / Depositor / Representative	
100020100000 (EMB – Org. Code)		Juan Dela Cruz	
Reference Number 2		Validation	
JD0001			
Reference Number 3 (Numeric)			
Amount			
P12,000.00			

Figure 8: Deposit for Special Account in the General Fund (SAGF)
Sample: LGU Remittances for Building Permit Fees


ONCOLL PAYMENT SLIP		LANDBANK	
Please check the appropriate mode of payment.		DATE	
<input checked="" type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> DEBIT FROM ACCOUNT		05/26/2022	
MERCHANT / AGENCY DEPOSIT ACCOUNT NUMBER		MERCHANT / AGENCY NAME	
3 4 0 2 2 8 4 8 1 0		BTr-DPWH - National Bldg. Code Devt. Fund / DPWH	
Reference Number 1		Printed Name and Signature of Payor / Depositor / Representative	
180010100000			
Reference Number 2		Validation	
DJ0001			
Reference Number 3 (Numeric)			
Amount			
P100,000.00			

Figure 9: Deposit for Special Account in the General Fund (SAGF)
Sample: LGU Remittances for Livestock Development Fund

ONCOLL PAYMENT SLIP	ONCOLL PAYMENT SLIP		 LANDBANK
	Please check the appropriate mode of payment.		DATE
	<input checked="" type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> DEBIT FROM ACCOUNT		05/26/2022
	MERCHANT / AGENCY DEPOSIT ACCOUNT NUMBER		MERCHANT / AGENCY NAME
	<div style="border: 1px solid black; padding: 2px;"> 3 4 0 2 2 8 4 8 8 8 </div>		BTr- Livestock Development Council - LDF SAGF / DA - LDC
	Reference Number 1		Printed Name and Signature of Payor / Depositor / Representative
	050070000000		
Reference Number 2			
DJ0001			
Reference Number 3 (Numeric)		Validation	
Amount P100,000.00			

This is your receipt when machine validated.

Figure 10: LGU Remittances for Unused/Excess/Unutilized Funds

ONCOLL PAYMENT SLIP	ONCOLL PAYMENT SLIP		 LANDBANK
	Please check the appropriate mode of payment.		DATE
	<input checked="" type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> DEBIT FROM ACCOUNT		05/26/2022
	MERCHANT / AGENCY DEPOSIT ACCOUNT NUMBER		MERCHANT / AGENCY NAME
	<div style="border: 1px solid black; padding: 2px;"> 3 4 0 2 2 8 4 4 2 0 </div>		BTr- Regular Fund / Bureau of the Treasury
	Reference Number 1		Printed Name and Signature of Payor / Depositor / Representative
	110050100001		
Reference Number 2			
DJ0001			
Reference Number 3 (Numeric)		Validation	
Amount P100,000.00			

This is your receipt when machine validated.

**ANNEX C:
SAMPLE FORM OF LDDAP – ADA**

Figure 1: LDDAP-ADA for IATF

Appendix 42

**LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE - ADVICE TO
DEBIT ACCOUNTS (LDDAP-ADA)**

Department : Department of Public Works and Highways
 Entity Name : Office of the Secretary
 Operating Unit : Central Office

LDDAP-ADA No. _____
 Date : _____
 Fund Cluster : _____

MDS-GSB BRANCH/MDS SUB ACCOUNT NO.: _____

I. LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE (LDDAP)							
CREDITOR		Obligation Request and Status No.	ALLOTMEN T CLASS per (UACS)	In Pesos			REMARKS
NAME	PREFERRED SERVICING BANKS/SAVINGS/C			GROSS AMOUNT	WITHHOLDING TAX	NET AMOUNT	
I. Current Year A/Ps							
Bureau of the Treasury - Inter Agency Transfer of Fund (IATF) 110050100000		LBP Clearing Account 3402-2844-38					
DPWH - Isabela 1st District Engineering Office 180011800035 NCO - LD9999							
Sub-total							
II. Prior Year's A/Ps							
Sub-total							
TOTAL				P _____	P _____	P _____	-

I hereby warrant that the above List of Due and Demandable A/Ps was prepared in accordance with existing budgeting, accounting and auditing rules and regulations.

I hereby assume full responsibility for the veracity and accuracy of the listed claims, and the authenticity of the supporting documents as submitted by the claimants.

Certified Correct:

Approved:

 (Signature over Printed
 Name)
 Head of Accounting
 Division/Unit

 (Signature over Printed Name)
 Head of Agency or Authorized
 Official

II. ADVICE TO DEBIT ACCOUNT (ADA)

To: MDS-GSB of the Agency

Please debit MDS Sub-Account Number : _____

Please credit the accounts of the above listed creditors to cover payment of accounts payable

TOTAL AMOUNT : _____ **P** _____
 (In Words)

Agency Authorized Signatories

1. _____

2. _____

(Erasures shall invalidate this document)

**ANNEX C:
SAMPLE FORM OF LDDAP – ADA**

Figure 2: LDDAP-ADA for Fidelity Bond Premium

Appendix 42

**LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE - ADVICE TO
DEBIT ACCOUNTS (LDDAP-ADA)**

Department : Department of Education
Entity Name : Office of the Secretary
Operating Unit : Central Office

LDDAP-ADA No. _____
Date : _____
Fund Cluster : _____

MDS-GSB BRANCH/MDS SUB ACCOUNT NO.: _____

I. LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE (LDDAP)							
CREDITOR		Obligation Request and Status No.	ALLOTMENT CLASS per (UACS)	In Pesos			REMARKS
NAME	PREFERRED SERVICING BANKS/SAVINGS/C			GROSS AMOUNT	WITHHOLDING TAX	NET AMOUNT	
I. Current Year A/Ps		LBP Clearing Account 3402-2851-59					
Bureau of the Treasury - Fidelity Bond Fund 110050100000 NCO - LD9999							
BTr -UACS Organization Code							
Sub-total							
II. Prior Year's A/Ps							
Sub-total							
TOTAL				P	P	P	

I hereby warrant that the above List of Due and Demandable A/Ps was prepared in accordance with existing budgeting, accounting and auditing rules and regulations.

I hereby assume full responsibility for the veracity and accuracy of the listed claims, and the authenticity of the supporting documents as submitted by the claimants.

Certified Correct:

Approved:

(Signature over Printed
Name)
Head of Accounting
Division/Unit

(Signature over Printed Name)
Head of Agency or Authorized
Official

II. ADVICE TO DEBIT ACCOUNT (ADA)

To: MDS-GSB of the Agency

Please debit MDS Sub-Account Number : _____

Please credit the accounts of the above listed creditors to cover payment of accounts payable

TOTAL AMOUNT : _____ **P** _____
(In Words)

Agency Authorized Signatories

1. _____

2. _____

(Erasures shall invalidate this document)

ANNEX D:
SAMPLE FORM FOR DATA CHANGE REQUEST



Funding the Republic

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)

Data Change Request Form (DCR)

DATE OF REQUEST:	DATE RECEIVED:	BANK:	AGENCY NAME:	AGENCY ADDRESS:
------------------	----------------	-------	--------------	-----------------

APPLICATION SYSTEM: NATIONAL GOVERNMENT COLLECTION AND DISBURSEMENT SYSTEM (NGCDS)

DATE PREPARED:

REASON/S OF ADJUSTMENT:

- ☐ Returned checks
- ☐ Over/Under//Double posted collections
- ☐ Reclassification of type of funding source due to incorrect clearing account used
- ☐ Reclassification of NCO Code and Organization code of the Agency to be credited

DETAILS OF DATA CHANGE:

NGCDS							Should be						
Clearing Account	Agency Name	Organization Code	NCO Code	Fund Type	Funding Source	Amount	Clearing Account	Agency Name	Organization Code	NCO Code	Fund Type	Funding Source	Amount

Endorsed by:

Name of the Preparer
Position/Designation

Approved by:

Authorized Signatory
Position/Designation

This portion is for BTr-National Cash Accounting Division (NCAD)

- ☐ If reclassified and recognized in the BTr NG Books:

JEV Number:

JEV Date:

- ☐ If not yet reclassified in the BTr NG Books:

Option in NGCDS module to:

- ☐ Add
- ☐ Edit
- ☐ Delete

This form must be accompanied by written request with supporting attachment from the concerned bank & must be in conformity with the General Guidelines, item 4 of the Treasury Circular No. 13-2013 dated December 13, 2013.

ANNEX E:
SAMPLE FORM FOR ADJUSTMENT APPROVAL



Funding the Republic

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
INTRAMUROS, MAYNILA 1002

Adjustment Approval Form

Date of Request:	Date Received:	Bank:	Name of Agency: Organization Code:
Type /Details of Supporting Document/s:		Details/Other Concerns: Account No. credited: _____	
Date of Deposit/Remittance:		Correct Account Details:	
Reason for Adjustment:			
Amount:			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Endorsed by: _____ Preparer Name/Designation Date Prepared: _____ </div> <div style="width: 45%; text-align: right;"> Recommending Approval: _____ Authorized Representative /Designation </div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><u>This portion is for BTr-National Cash Accounting Division (NCAD)</u></p> <p>NCAD Validation: Per NGCDS Report Transaction/s was/were credit to: Clearing Account No: _____ Agency Name: _____ Organization Code: _____ Funding Source Code: _____ NCO Code: _____ Amount: _____</p> </div> <div style="width: 35%;"></div> </div>			
Approved by: _____ <i>BTr Accounting Service Director</i>			