



*Funding the Republic*

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

TREASURY CIRCULAR No. 4-2022  
7 November 2022

**TO** : ALL HEADS OF DEPARTMENTS/AGENCIES/STATE UNIVERSITIES AND COLLEGES AND OTHER OFFICES OF THE NATIONAL GOVERNMENT, NGA/OU's DISBURSING OFFICER, CHIEF ACCOUNTANTS, TREASURY REGIONAL DIRECTORS/PROVINCIAL HEADS, HEAD OF MDS GOVERNMENT SERVICING BANKS AND ALL OTHER CONCERNED

**SUBJECT** : REVISED MDS CHECK RE-ORDER FORMS 1 AND 3 OF TREASURY CIRCULAR NO. 01-2014 DATED 20 MAY 2014 ON GUIDELINES IN THE RE-ORDER/PURCHASE OF MDS CHECK

## 1.0 LEGAL BASIS

This Circular is issued pursuant to Executive Order No. 449, s. 1997 Realigning the Organization of the Bureau of the Treasury and in line with DBM Circular Letter Nos. 2013-16, 2013-16A, and 2013-16B dated 23 December 2013, 6 February 2014 and 25 February 2014, respectively, on the Implementation of the Expanded Modified Direct Payment Scheme (ExMDPS) for Accounts Payable Due Creditors/Payees of All National Government Agencies (NGAs).

## 2.0 PURPOSE

This Treasury Circular (TC) supplements and revises certain provisions of TC No. 01-2014 dated 20 May 2014 to enhance the request for MDS Check Re-Order (Form 1) and Reply Form (Form 3) to include the bank account details of the subject request.

## 3.0 GUIDELINES

To effectively and efficiently evaluate the request for MDS Check Re-Order, the following guidelines of TC 01-2014 are hereby amended as follows :

3.1 Item 2.1.2.1 of Section 2.1 is amended to read :

*"2.1.2.1 Request for MDS Check Re-Order (Form 1) with details of the concerned bank account."*

3.2 Item 2.2.3 Section 2.2 is likewise amended to read :

*"2.2.3 Issue clearance to the NGA as to the number of check booklet that can be re-ordered (Form 3) with details of the concerned bank account."*



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**4.0 REPEALING CLAUSE**

All circulars, orders, and/or memoranda inconsistent herewith are hereby repealed and/or modified accordingly.

**5.0 EFFECTIVITY**

This Circular shall take effect immediately.

**ROSALIA V. DE LEON**  
Treasurer of the Philippines

**Agency Letterhead**

Date : \_\_\_\_\_

The Regional Director/Provincial/District Head  
Bureau of the Treasury

\_\_\_\_\_  
\_\_\_\_\_  
(Address)

Sir/Madam:

In compliance with Treasury Circular No. 01-2014 dated 20 May 2014, we would like to place a re-order of \_\_\_\_\_ booklet(s) of MDS check for payment of accounts payable that cannot be paid through ADA for the following account:

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank and Branch: \_\_\_\_\_

Attached are the following reports for your reference:

1. Report of Accountability for Accountable Forms (RAAFs) for MDS Checks
2. Monthly Estimate of number of transaction/Accounts Payable that cannot be paid through ADA (Form 2)

Truly yours,

\_\_\_\_\_  
Name/Signature of NGA Official  
Position Title



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(Regional Office)

**BTr FORM 3**

Date: \_\_\_\_\_

Mr./Ms. \_\_\_\_\_  
Position/Title \_\_\_\_\_  
Requesting NGA \_\_\_\_\_  
Address \_\_\_\_\_

Sir/Madam:

This is to authorize \_\_\_\_\_ (Name of NGA), to place a re-order of \_\_\_\_\_ booklet(s) of MDS check for payments of accounts payable that cannot be paid through ADA for the following account:

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank and Branch: \_\_\_\_\_

Truly yours,

\_\_\_\_\_  
Name/Signature of Authorized BTr Official

cc: The Branch Manager  
Name of AGSB  
Address

Address  
Contact No:  
Email:  
Website: