



REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE MINISTER
MANILA

29 July 1986

Ministry Order
34
Series of 1986

SUBJECT : Safekeeping of Commercial Checks
under the New Disbursement Scheme.

As one of the fiscal reforms of this Ministry addressed to all Accountable Officers under the new disbursement scheme, the following guidelines are to be followed in the safekeeping of commercial checks;

MPWH Central Office


1. All commercial checks shall be kept in the custody of the Asst. Minister for Finance and Management.
2. Ministry cashiers may request for check issuances based on the approved vouchers and cash advances for the payment of payroll, allowances, honoraria, etc..

MPWH Field Offices

1. The Regional Director, Project Managers/Regional Equipment Engineer/Area Equipment Engineer and District/City Engineers, shall be responsible for the custody of commercial checks.
2. The Regional, PMO/REE/AEE, District/City Cashiers, may request for check issuances for approved vouchers and cash advances for the payment of salaries/wages, allowances, honoraria, etc..

The above accountable officers shall submit the usual report of accountability to their respective resident auditors on a monthly basis.

For strict compliance.


ROGACIANO M. MERCADO
Minister