



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. (632)929-66-26 to 29 | (632)929-62-52  
929-66-20 | 929-66-33 to 35  
929-70-41 to 43

**MEMORANDUM**

**FOR** : All Officials and Employees DENR Central Office,  
Regional Offices, Bureaus and Attached Agencies

**FROM** : The Director  
Administrative Service

**SUBJECT** : **IMPOSITION OF STANDARD DESIGN AND  
SECURITY FEATURES FOR GOVERNMENT  
ACCOUNTABLE FORMS**

**DATE** : October 06, 2004

This pertains to the Memorandum Circular No.1-04 of the National Printing Office (NPO) dated August 9, 2004 imposing the standard design and security features for government accountable forms. Henceforth, all requests for accountable form no. 51-58 must conform to the standard design being printed/distributed by National Printing Office (NPO) and all such requests coursed thru the said office.

Please find the attached Memorandum Circular of NPO and the list of government forms (forms 51-58), for your information, guidance and strict compliance.

  
**RAMON M. EZPELETA**

5/58



Republic of the Philippines  
Office of the Press Secretary

## **National Printing Office**

EDSA corner NIA Northside Road  
Diliman, Quezon City

### MEMORANDUM CIRCULAR NO. 1-04

**T O** : ALL HEADS OF DEPARTMENTS, AGENCIES, OFFICES AND INSTRUMENTALITIES OF THE GOVERNMENT, INCLUDING LOCAL GOVERNMENTS AND GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS

**SUBJECT** : IMPOSITION OF A STANDARD DESIGN AND SECURITY FEATURES FOR GOVERNMENT ACCOUNTABLE FORMS

**D A T E** : 09 August 2004

Under Executive Order No. 285 s. 1987, the National Printing Office has the "*exclusive jurisdiction*" over the printing of all Standard and Accountable Forms of the National, Provincial, City and Municipal Governments, including Government Corporations.

Pursuant to this mandate, and in order to safeguard the interest of the government units/agencies, the National Printing Office has standardized the designs of accountable forms, specifically Accountable Forms Nos. 51 to 58. The design incorporates security features inherent in the paper used and the serial numbers are regularly reported to the Bureau of Treasury for monitoring.

It has been observed that some accountable forms in circulation do not conform to the standard design and security features printed by the NPO. The use of personalized/customized accountable forms has led to anarchy, which makes it hard to distinguish fake from the original and gave way to the falsification of accountable forms.

In order to control and stop the circulation of different variations of accountable forms, all requests for Accountable Form No. 51 to 58 should conform to the standard design being printed and distributed by the NPO.

As opined by the Commission on Audit, the seal can be printed or stamped in the form for purposes of identification. We shall allow, therefore, the printing of the logo or seal of the government agency or local government unit concerned, provided that the security paper to be used shall bear the security markings inherent in the paper used by NPO. The main purpose of this scheme is to protect the integrity of accountable forms by employing a uniform identifiable security feature to curtail the operations of unauthorized printers from printing accountable forms without the knowledge of the NPO.

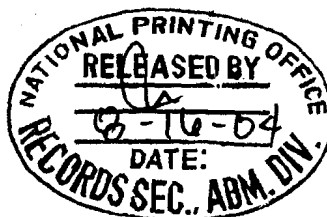
Please be forewarned that all requests for government accountable forms should be coursed through this Office. We shall make necessary actions against government requisitioners who will favor the services of private printers and even those with NPO accreditation, contrary to Executive Order No. 285 and Memorandum Order No. 38. Printing of accountable forms without authority from the NPO is considered illegal and unlawful. Likewise, all printed accountable forms that deviate or does not conform to the standard design and security features set by NPO can be considered null and void.

All government requisitioners are, likewise, enjoined to forward their annual printing requirements to this Office in order to program the printing and delivery of their needed forms.

Please be guided accordingly.

  
RONALD S. VELASCO  
OIC-Director

cc: All Resident Auditors



# LIST OF GOVERNMENT STANDARD AND ACCOUNTABLE FORMS

## ACCOUNTABLE FORMS

Accountable Form No.	Description	Unit	Price
51	Official Receipt w/ R.P. Seal	Pad	₱ 75.00
Watermark	Carbonless Official Receipt	Pad	100.00
52	Certificate of Record of Transfer of Large Cattle	Pad	205.00
53	Certificate of Ownership of Large Cattle	Pad	110.00
54	Marriage License	Pad	123.00
55-A	Cash Ticket ₱ 0.25	Pad	80.00
55-B	Cash Ticket ₱ 0.50	Pad	80.00
55-C	Cash Ticket ₱ 1.00	Pad	85.00
55-D	Cash Ticket ₱ 2.00	Pad	85.00
55-E	Cash Ticket ₱ 5.00	Pad	85.00
55-F	Cash Ticket ₱ 10.00	Pad	85.00
56	Real Property Tax Receipts	Pad	160.00
57	Slaughter Permit and Fee Receipts	Pad	90.00
58	City/Municipal Burial Permit and Fee Receipt	Pad	65.00

REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON AUDIT**

GENERAL OFFICE

Department Center, Manila, City, Philippines

September, 1988

COMMISSION ON AUDIT CIRCULAR NO. 123

All Heads of Departments, Chief Executives, Officers, Government Employees and Municipal Officers, City Auditors, National Government Employees, Provincial Government Employees, and Local Government Officers are hereby advised that:

1. Starting January 1, 1989, the National Government will use the following:

a. Official Receipts with R.P. Seal and Watermark; and  
b. Carbonless Official Receipts.

2. Starting January 1, 1989, the National Government will use the following:

a. Certificate of Record of Transfer of Large Cattle; and  
b. Certificate of Ownership of Large Cattle.

3. Starting January 1, 1989, the National Government will use the following:

a. Marriage License.

4. Starting January 1, 1989, the National Government will use the following:

a. Cash Ticket ₱ 0.25; b. Cash Ticket ₱ 0.50; c. Cash Ticket ₱ 1.00; d. Cash Ticket ₱ 2.00; e. Cash Ticket ₱ 5.00; and f. Cash Ticket ₱ 10.00.

5. Starting January 1, 1989, the National Government will use the following:

a. Real Property Tax Receipts; and  
b. Slaughter Permit and Fee Receipts.

6. Starting January 1, 1989, the National Government will use the following:

a. City/Municipal Burial Permit and Fee Receipt.

JOSE ALDINO D. MINGO  
Chairman