



REPUBLIC OF THE PHILIPPINES  
**BUREAU OF LOCAL GOVERNMENT FINANCE**  
**DEPARTMENT OF FINANCE**

8th Floor EDPG Building, Bangko Sentral ng Pilipinas Complex  
Roxas Boulevard, Manila 1004 \* Telefax Nos. 527-2780 / 527-2790  
Email: [blgf@blgf.gov.ph](mailto:blgf@blgf.gov.ph) Official Website: [www.blgf.gov.ph](http://www.blgf.gov.ph)

**MEMORANDUM**

TO : All BLGF Officials and Employees

FROM : *Jocelyn T. Pendon*  
JOCELYN T. PENDON  
OIC-Executive Director

SUBJECT : New format for common use forms to be used starting January 1, 2016

DATE : January 18, 2016

---

In compliance with the Commission on Audit (COA) Circular No. 2015-007 dated October 22, 2015, prescribing the Government Accounting Manual for use of All National Government Agencies, *new* various formats of books of accounts, registries, records, forms and reports, and the instructions on their use (GAM Annex A, Vol. II), shall be adopted and implemented effective January 2016 by the Financial and Management Division of this Bureau. These include new formats for disbursement vouchers, itinerary of travel, certificate of travel completed and all other common-use forms.

Common-use forms and instructions on how to use the said forms are made available and can be downloaded through BLGF website ([www.blgf.gov.ph](http://www.blgf.gov.ph)). All claims shall only be processed by the Accounting unit if forms with new formats prescribed by the Commission on Audit is used.

For strict compliance.