



REPUBLIC OF THE PHILIPPINES

MINISTRY OF GENERAL SERVICES
Pasig, Metro Manila

COMMISSION ON AUDIT
Quezon City

PRODUCT STANDARDS AGENCY
Makati, Metro Manila
August 1, 1986

JOINT MEMORANDUM CIRCULAR
No. 1, s. 1986

TO: All Heads of Ministries, Bureaus and Agencies of the National Government, Managing Heads of Government-Owned or Controlled Corporations, and Local Government Supply/Procurement/Property Officers and COA Auditors, and All Others Concerned

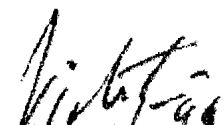
SUBJECT: Implementation of the Metric or A4 Size of Writing Paper

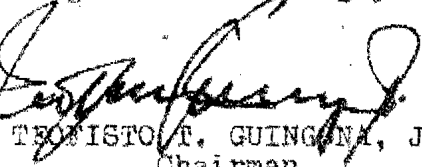
In line with the provisions of PD 187 and PD 748, Batas Pambansa Blg. 8, and Metrication System Board Circular No. 8-80 dated December 8, 1980, and in order to define clearly the intent of COA Circular No. 80-137 dated June 30, 1980 in relation to PBS SAO No. 233 Series of 1976 of the former Philippine Bureau of Standards, and considering further the advantages that can be derived in using only one size of writing paper in all official communication and other purposes in all government agencies and offices, the use of the long and short sizes (8" x 13" and 8" x 10½", respectively) shall no longer be allowed. Instead, the metric of A4 size (210 mm x 297 mm) of writing paper shall be used, effective immediately.

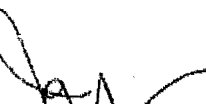
Purchases of Bond Paper, Mimeograph Paper, Onion Skin, and Carbon Paper, not in the A4 size, shall not be approved and passed in audit and shall be considered as violation of PD 187, and 748 and Batas Pambansa Blg. 8.

In this connection, writing paper (Bond Paper, Mimeograph Paper, Onion Skin and Carbon Paper) purchased shall comply with Government Procurement Standard Specifications established by the Supply Coordination Office.

Please be guided accordingly.


VICTOR S. ZIGA
Minister
Ministry of General
Services


TEODORO F. GUINGONA, JR.
Chairman
Commission on Audit


IGNACIO G. SALCEDO, JR.
Director
Product Standards
Agency