



Republic of the Philippines  
Department of Health  
**BUREAU OF QUARANTINE**  
25<sup>th</sup> and A.C. Delgado Streets  
Port Area, Manila



112 Years of  
Ensuring Health Security  
at Points of Entry

17 March 2014

**MEMORANDUM CIRCULAR**

No. 2014- 04

**TO : ALL CHIEFS OF QUARANTINE STATIONS, EMPLOYEES (MANILA & QUARANTINE STATIONS), CONSULTANTS, CONTRACT OF SERVICE PERSONNEL AND OTHERS CONCERNED**

**SUBJECT : DBM Circular Letter No. 2013-16 Re: Expanded Modified Direct Payment Scheme (Expanded MDPS) for Accounts Payable (A/Ps) Of National Government Agencies/Operating Units (NGAs/OU)s**

Pursuant to DBM Circular Letter No. 2013-16 Re: **Expanded Modified Direct Payment Scheme (Expanded MDPS) for Accounts Payable (A/Ps) of National Government Agencies/Operating Units (NGAs/OU)s** effective March 1, 2014, all internal and external creditors are required to submit their respective bank account numbers/bank branches to which the amounts for release shall be credited. In case of creditors/payees with no existing bank accounts yet with the MDS-GSBs (Modified Disbursement System- Government Servicing Bank), the NGAs shall facilitate the opening of bank account by issuing to the creditors concerned the Letter of Introduction (LOI) addressed to their respective MDS-GSB. (4.1.2 of DBM Circular Letter No. 2013-16 A dated February 6, 2014). Internal and external creditors/payees are as follows:

- BOQ employees (Manila & Quarantine stations);
- Consultants;
- Contract of Service;
- Utility companies: supplier of petroleum, oil & lubricants; water; illumination and power services; telephone; internet and other communication services;
- Service providers such as: janitorial, security services, contracted services; and
- Non-regular suppliers/contractors of the agency, with one-time transactions regardless of the amount of claim.

The Expanded MDPS provides for the checkless payment mode for A/Ps (Accounts Payable), i.e. from issuance of MDS checks to the use of ADA (Advice to Debit Account) which is integrated to LDDAP (List of Due and Demandable Accounts Payable).

For the orderly implementation of the Expanded MDPS, all Chiefs of Quarantine stations are hereby ordered to coordinate with their external creditors/payees and submit their respective bank account numbers/bank branches to the Accounting and/or Cashier Section of this Bureau.

For information and guidance of all concerned.

  
**EMMANUEL C. LABELLA, MD, MHA, CESE**  
OIC – Director IV