



Bangko Sentral ng Pilipinas

MAYNILA, FILIPINAS

CIRCULAR LETTER TO ALL BANKS

YEAR 2000 CONTINGENCY MEASURES FOR THE BANKING INDUSTRY

Pursuant to Monetary Board Resolution No. 1606, dated November 5, 1999, the Bangko Sentral ng Pilipinas announces its Year 2000 readiness, its banking hours during the contingency period and the contingency measures during the crossover period.

A. Definition of Terms

1. Contingency Period - The contingency period shall be from December 1, 1999 to January 15, 2000.
2. Crossover Period - The crossover period shall be from December 29, 1999 to January 3, 2000.

B. Banking Hours during Contingency Period

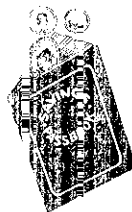
To assure the public that there will be enough cash anytime to meet withdrawals, BSP will remain open during the holidays to service withdrawals of banks. To service the withdrawals of banks, key departments and offices of BSP in the head office and its 18 regional branches and 27 regional clearing centers shall observe the following banking hours during the contingency period:

All Saturdays except December 25	- 9:00 AM to 2:00 PM
December 30, 1999	- 9:00 AM to 2:00 PM
December 31, 1999	- 9:00 AM to 12:00 Noon
January 1, 2000	- 10:00 AM to 2:00 PM

Banks' Head Offices and selected branches are encouraged to open in order to service deposit withdrawals on the above dates.

C. Procedures for Cash Transactions Among ATM Networks During the Crossover Period

All members of ATM networks are enjoined to refrain from adopting any measure that will adversely affect the normal deposit and withdrawal transactions of other banks, particularly during the crossover period.



D. Cash Transactions During the Crossover Period

The BSP Cash Department and regional cash centers shall service only cash withdrawals during the Saturdays and holidays of the contingency period.

E. Value Date of Loan Availments and Cash Transactions During the Crossover Period

Loan availments from the BSP credit windows and cash withdrawals during the crossover period shall be valued on the date of the transactions. No back valuing shall be permitted for these transactions.

F. Check Clearing Operations

1. Normal funds availability period shall be assured throughout the contingency period.
2. Alternate Clearing Centers for Metro Manila and Manila Outward Clearing - In case of non-availability of computer operations of member banks or the Philippine Clearing House Corporation, clearing participants shall access the alternate clearing sites at the BSP 3rd Floor Cafetorium and the Makati Sports Club. The contingency procedures issued by PCHC shall be adopted.
3. Alternate Clearing Procedures for BSP Regional Clearing Centers - In case of failure of computer operations of any clearing participant, the settling clerks shall be encouraged to come one hour before the scheduled clearing time to prepare its clearing statement using BSP's back up computers. Should the telecommunication facility of a bank fail, its settling clerks shall present the diskette containing the bank's items brought for clearing.
4. Returned COCI Clearing on December 30, 1999 - Only the AM Returned COCI Clearing shall be conducted on December 30, 1999 for value December 29, 1999.

G. Electronic Fund Transfer Instructions (EFTIS) for Customs Duties and Internal Revenue Taxes

1. To off load the crossover period, all remittances of customs duties and internal revenue taxes earlier collected and due to be credited to the General Fund of the Bureau of Treasury during the crossover period shall be transmitted to the BSP on December 29, 1999. The remittances shall be debited to the demand deposit of the banks on their original due dates.

2. In case of failure of any bank to access the EFTS facility, a printed copy of the "Authority to Debit" shall be used as an alternate mode of conveying the fund transfer instruction.

H. Interbank Call Loan Transactions (IBCL) MIPS

1. Should there be a failure of any bank to participate in the on line operations of IBCL - MIPS and in case the server at the PCHC is not available, the forms shown in Annex A shall be used and contingency procedures in Annex B shall be activated.
 2. IBCL trading on December 30, 1999 - An abbreviated IBCL trading shall be conducted on December 30 for value December 29, 1999. BSP shall settle the matched transactions at 12:00 Noon after recognizing the results of the AM Returned COCI clearing of PCHC and BSP regional clearing centers.
 3. The first IBCL trading of 2000 shall be held on January 4 for value January 3.
- I. BSP Command Centers - The dedicated telephone and fax numbers of the command centers are shown in Annex C.

This Circular Letter shall take effect immediately.


ARMANDO L. SURATOS
Officer-in-Charge

December 2, 1999

BANKING INDUSTRY INFRASTRUCTURE Y2K CONTINGENCY PLAN

Scenario : MIPS Down

Prerequisite : Lender and borrower submit written notice of list of officials authorized to sign and designated representative authorized to receive documents from BSP

Process Flow and Timeline			
I. Lending - Borrowing for Value the Day Before			
Timeline	Lender/ BSP Treasury	Borrower/ BSP Treasury	BSP Accounting - DLRD
8:00 AM to 11:00 AM		- Prepares Debit/ Credit advice - Authorized signatories sign - Delivers document to lender for signature	
11:00 AM to 12:00 Nn	- Verifies Debit/ Credit advice delivered by borrower - Authorized signatories sign	Delivers signed document to BSP	
12:00 Nn to 1:00 PM	Retains copy of signed document	Retains received copy of debit/credit advice	Receives document and validates names of signatories vs. notice
2:00 to 4:00 PM			- Checks adequacy of balance of lender - Executes trade, unwinds trade of lender with negative balance, and updates DDA balance
4:00 to 5:00 PM	Checks inbox for confirmation or notice of non-execution	Checks inbox for confirmation or notice of non-execution	- Sends Email notice of unwinding, confirmation and notice of non-execution - Broadcasts final DDA balance for preceding day
II. Repayment/Collection on Maturity Date			
11:00 AM to 12:00 Nn	Delivers signed document to BSP		
12:00 Nn to 1:00 PM	Retains received copy of signed document	Retains copy of debit/credit advice	Receives document and validates names of signatories vs. notice
2:00 to 4:00 PM			- Checks adequacy of balance of payor - Executes collection/repayment and unwinding and updates DDA balance
4:00 to 5:00 PM	Checks inbox for confirmation or notice of non-execution	Checks inbox for confirmation or notice of non-execution	- Sends Email notice of unwinding, confirmation and notice of non-execution - Broadcasts final DDA balance for preceding day

INTERBANK REPAYMENT CREDIT TICKET

TO: BANGKO SENTRAL NG PILIPINAS DATE: _____, 1999

Please CREDIT the demand deposit of
and DEBIT the demand deposit of

In the amount of PESOS _____, 1999 in payment of the Interbank Call Loan
Value granted by the undersigned which is applied as follows:

Principal		
Premium @	% p.a. For	days
Service Charge	% p.a. For	days
Total		

It is understood that the Bangko Sentral is not obliged to
effect the transfer of funds if there is no sufficient balance in our demand deposit account in accordance with BSP's books.

This is issued under and entitled to the benefits of the Agreement for Interbank Call Loan Funds Transfer System dated
_____, 1995, as amended, its related agreements, regulations and existing conditions.

Bank/NBQB to be Debited (Borrower)

Authorized by (Name of Authorizing Officials)

Bank/NBQB to be Credited (Lender's Conformance)

INTERBANK LOAN ADVICE DEBIT TICKET

TO: BANGKO SENTRAL NG PILIPINAS

DATE: _____, 1999

Please DEBIT the demand deposit of the Lender

and CREDIT the demand deposit of the Borrower

representing proceeds of the Interbank Call Loan granted today by us in favor of above-named Bank/NBQB

Bank/NBQB Code

Bank/NBQB Code

P

Terms : Value Date _____

Premium Rate _____ per annum

Maturity Date _____

Service Charge _____ per annum

No of Days _____

It is understood that the Bangko Sentral is not obliged to effect the transfer of funds if there is no sufficient balance in our demand deposit account in accordance with BSP's books.

This is issued under and entitled to the benefits of the Agreement for Interbank Call Loan Funds Transfer System dated _____, 1995, as amended, its related agreements, regulations and existing conditions.

Bank/NBQB to be Debited (Lender)

Authorized by (Name of Authorizing Officials)

Bank/NBQB to be Credited (Borrower's Conformer)

BANGKO SENTRAL NG PILIPINAS
Y2K COMMAND CENTER

Office/Department		Official	Tel. No.	Fax No.
Supervision & Examination Sector				
Deputy Governor		Mr. Alberto M. Reyes	524-8912	536-0065
Dept. of Commercial Banks I				
Officer-in-Charge		Mrs. Ma. Corazon J. Guerrero	526-8290	525-5683
Call Center Coordinator		Mr. Fernando B. Capalla	525-3571	
Help Desk Coordinator		Mrs. Lany I. Silvestre	523-6919	
Wellness Checks/Liquidity				
Monitoring of Banks		Atty. Rolando A. Q. Agustin	525-1962	
Financial Reporting Coordinator		Mrs. Adoracion C. Davis	523-5778	
Dept. of Commercial Banks II				
Director		Mrs. Ma. Dolores V. Yuvience	525-3614	525-4989
Call Center Coordinator		Mr. Tomas Aure	523-5114	
Help Desk Coordinator		Mrs. Norma Maglasang	523-1530	
Wellness Checks/Liquidity				
Monitoring of Banks		Mr. Ciriaco M. Cator	525-6820	
Financial Reporting Coordinator		Mr. Alberto A. Reyes	523-3392	
Dept. of Thrift Banks & Non-Bank Financial Institutions				
Director		Atty. Candon Guerrero	523-2582	524-6892
Call Center Coordinator		Ms. Leilani M. Canulas	523-2582	
Help Desk Coordinators		Mrs. Nila Flora Nazareno	523-6035	
		Mrs. Antonia P. Altura	523-6035	
		Ms. Sefarian P. Espina	523-6035	
		Mr. Arsenio A. Palad	524-7011	
Dept. of Rural Banks				
Director		Atty. Wilfredo Domingo	536-6062	523-9962
Call Center Coordinator		Mrs. Benilda Allen	523-3626	
Banking Services Sector				
Deputy Governor		Mr. Amando Telangco, Jr.	524-8722	524-6697
Managing Director, Loans and Credit & Asset Management		Mr. Andres I. Rustia	524-8914	524-6694
Dept. of Loans and Credit				
Officer-in-charge		Mrs. Joan Cortes	536-6061	536-6061
Commercial Banks		Mrs. Celestina Cajucan	523-7848	
Thrift Banks		Mrs. Rosalinda Dumaliang	523-6310	

Office/Department	Official	Tel. No.	Fax No.
Rural Banks	Atty. Siegfried Ybanez	536-6028	
Cash Department			
Director	Mrs. Teresita G. Manigque	525-3082	536-6007
Deputy Director	Mrs. Aurora L. Cruz	524-2592	
Deputy Director	Mr. Henry N. Eisma	523-1212	
For Withdrawals:	Carmencita Lito/Carmencita Visperas	524-6098	
	Iluminada D. Garap	523-2422	
	Letty Jacinto/Rosabel Carlos	524-2455	
	Evelyn Beltran/Cicra Natividad	523-2460	
Branch Operations			
Officer-in-Charge	Mr. Pedro Tondilla	524-6703	536-5998
Other Officers	Mr. Nestor M. Perez, Jr.	536-6005	
	Mrs. Nancy Puricagaran	523-5877	
Branches			
Angeles	Mr. Raul G. Samia	(045) - 888-4747	
Bacolod	Mrs. Ligaya C. Agume	(034) - 433-3178	
Cabanatuan	Mr. Ruben A. Bano	(044) - 463-1736	
Cagayan de oro	Mr. Agustin F. Lactayo	((08822)- 72-6098	
Cebu	Mr. Lorenzo C. Zuffo	(032) - 254-0973	
Cotabato	Mrs. Sonia S. de los Reyes	(064)- 421-3117	
Dagupan	Mr. Porcival C. Zambila	(075)- 522-0120	
Davao	Mr. Cesar I. Ebran	(082) - 227-9051	
Dumaguete	Mrs. Paulita C. Enrique	(035)- 225-4426	
Iloilo	Mrs. Hermosa C. Villa	(033)- 335-1180	
Kalibo	Mrs. Leonora S. Templonuevo	(036)- 262-3212	
La Union	Mr. Frimo B. Queollo	(072) - 888-2083	
Legazpi	Mr. Nicolas Marilag	(052)- 2143-425	
Lucena	Mr. Godofredo T. Ciriaco	(042)- 710-3175	
Naga	Mr. Federico C. Bantoria	(054)- 811-1059	
Tacloban	Mr. Nicasio Z. Parco	((053)- 321-2031	
Tuguegarao	Atty. Eden M. Roncario	(078)- 844-1075	
Zamboanga	Mr. Benjamin A. Einarao	(062)- 991-2151	
Top Management Sector			
Treasury Department			
Officer-in-Charge	Mrs. Ramona GGT Santiago	525-3553	536-0734
Dealing Room	Mrs. Edna Villa/Mrs. Lagrimas Cruz	524-8915	
Deputy Director	Mr. Sadiri E. Yoc	525-3270	
Backroom - Int'l. Operations	Ms. Alice D. Lasala	525-8360	
Backroom - Dom. Operations	Ms. Jeanette Siguenza	523-5295	

Office/Department	Official	Tel. No.	Fax No.
Resource Management Sector			
Deputy Governor	Atty. Armando L. Suratos	536-0102	536-0080
Managing Director, Accounting & Information Technology Secretariat, Y2K Contingency Task Force	Mrs. Teresita C. Hatta	525-5991	524-6693
	Mrs. Virginia R. Lopez	524-5017	524-6693
Information Technology Dept.			
Director	Mrs. Teresita S. Bulsaco	523-2476/ 525-5330	523-3434
Security, Investigation and Transport Department			
Officer-in-Charge	Atty. Margarito Villarco	524-8924	523-2580
Building Management Dept.			
Director	Architect Rolando Pinangat	536-5991	524-4296
Deputy Director	Mr. Michael Gesmundo	523-2331	
After 6:30 p.m. on regular days and anytime on Saturdays, Sundays and Holidays		525-7886	
Accounting Department			
Demand Deposit of Banks			
<i>(Refer to Schedule 1 for list of Banks)</i>			
Cluster 1 Banks	Sisenando Benito/Arlene Quiachon	523-2333	
Cluster 2 Banks	Marene David/Florencia Besana	523-2298	
Cluster 3 Banks	Ma. Victoria Francisco/Arlene Fuentes	523-2313	
Cluster 4 Banks	Cristino C. Eugenio/Arsenio Beller	523-2318	
Cluster 5 Banks	Augusto A. Calas/Germeniano Joves	525-3664	
Cluster 6 Banks	Remedios Macapintac/Enrique Bunay	525-3678	
Cluster 7 Banks	Johnel Medina/Dominador Tajudar	525-4006	
Cluster 8 Banks	Gina Macatangay/Suzanne Velasco	525-4014	
Cluster 9 Banks	Anastacio Manayag/Corazon Canopio	525-4015	
Cluster 10 Banks	Ricardo Santos/Elizabeth Cruz	525-4017	
Cluster 11 Banks	Juliet Suba/Marcos Catarroja	525-4023	
Government Accounts and Financial Analysis Division			
	Willie S. Asto	524-7232	
	Mercy B. Reyes	524-7232	

CLUSTERING OF BANKS

Schedule 1

TELEPHONE NUMBER	BANK CLUSTER NO.	BANK	
523-2333	1	CH NATRUST	1
		ALLIED	2
		ANZ	3
		WESTMONT	4
		BANCO SANTANDER	5
		DBP	6
		ACCORD	7
		ANCHOR	8
		BANCO FILIPINO	9
		BSP-DTBNEFI	10
		BANGKO KREDITO SMB	11
		BANK OF CALAPE	12
		ABN AMRC	13
		BANK ONE	14
		BPI FAMILY	15
		CENTENNIAL	16
		EAST ASIA CAPITAL	17
		AB-CAPITAL & INVEST.	18
		ALL-ASIA CAPITAL	19
		AGRICOM RB - COOP. BANK OF CAM. NORTE	20
523-2298	2	ASIA UNITED	1
		ASIANBANK	2
		BANK OF AMERICA	3
		BANGKOK BANK	4
		CHINA BANKING	5
		LBP	6
		CITYSTATE SAVINGS	7
		CONSUMERS SAVINGS	8
		EQUITABLE SAVINGS	9
		ECOLOGY SAVINGS	10
		FAR EAST SAVINGS	11
		FEDERAL	12
		ALLIED SAVINGS	13
		INSULAR SAVINGS	14

CLUSTERING OF BANKS

Schedule 1

TELEPHONE NUMBER	BANK CLUSTER NO.	BANK	
		ISLA	15
		MALAYAN	16
		FIRST METRO	17
		MULTINATIONAL	18
		RCBC CAPITAL	19
		COOP. RB OF CAG.(TUG.) - KAGAYANON RB	20
523-2313	3	BPI	1
		BANK OF TOKYO	2
		CHASE MANHATTAN	3
		DAOHENG	4
		SOLID BANK	5
		EAST WEST BANK	6
		PHIL AMANAH BANK	7
		KEPPEL	8
		PCIB SMB	9
		OMNI SAVINGS	10
		ORION SB	11
		PILIPINAS SAVINGS	12
		PHIL POSTAL	13
		PHIL SAVINGS	14
		PHILAM SAVINGS	15
		RCBC SAVINGS	16
		RICHMOND SAVINGS	17
		STATE INVESTMENT	18
		BPI LEASING	19
		KEY RURAL BANK - RB OF ANTIPOLLO	20
523-2318	4	BANCO DE ORO	1
		BANK OF COMMERCE	2
		DBS BANK PHILS.	3
		DEUTSCHE BANK	4
		EXPORT AND INDUSTRY	5
		UCPB SAVINGS	6
		PAMPANGA DEV. BANK	7
		AKLAN DB	8
		BANKWISE	9

CLUSTERING OF BANKS

Schedule 1

TELEPHONE NUMBER	BANK CLUSTER NO.	BANK	
		AREA DB	10
		ASIA TRUST	11
		BUSINESS & COMS. BANK	12
		BANCO CEBUANO (CEBU CITY DB)	13
		BANCO DAVAO	14
		LBC DB	15
		BPI CAPITAL	16
		RB OF APALIT - RB OF BUENAVISTA (ILOILO)	17
525-3664	5	CTIBANK	1
		EQUITABLE PCIBANK	2
		FAR EAST BANK	3
		FUJIBANK	4
		UREANCORP DE	5
		THE PALAWAN BANK	6
		BATAAN DB	7
		BATANGAS DB	8
		BICOL DB	9
		BPI AGRI DB	10
		CABANATUAN CITY DB	11
		OPTIMUM DB	12
		DAVAO CITY DE	13
		DUMAGUETE CITY DB	14
		ILOCOS SUR DB	15
		UNITRUST DB	16
		RB OF BUGAJO CN - RB OF DATU PAGLAS	17
525-3678	6	HONGKONG BANK	1
		GLCBAL	2
		INTL EXCBANK	3
		ING	4
		ILOILO CITY DB	5
		INTER ASIA DB	6
		EASTERN VISAYAS DB	7
		EVER DB	8
		FIRST CONSOLIDATED	9

CLUSTERING OF BANKS

TELEPHONE NUMBER	BANK CLUSTER NO.	BANK	
		DBS SAVINGS	10
		CENTURY	11
		LA UNION DB	12
		LIPA CITY	13
		LUZON DB	14
		TEACHERS DB	15
		MINDANAO DB	16
		NORTHPOINT DB	17
		BPI CARD FINANCE	18
		NETWORK RB OF SOUTHERN PHILS.- RB OF CENTRAL MINDANAO	19
525-4006	7	PANASIA BANKING, INC.	1
		PRUDENTIAL	2
		MAYBANK	3
		RCBC	4
		FILHOME SLA	5
		FIRST SLA	6
		GUAGUA SE	7
		HERMOSA SLA	8
		HIVAS SLA	9
		KAUNLARAN SLA	10
		LEGAZPI SLB	11
		LEMERY SLB	12
		LIBERTY SLA	13
		LIFE SLA	14
		LIPA PUBLIC SLA	15
		INSULAR INVEST	16
		RB OF KABATULAN - RB OF AMADEO (CAVITE)	17
525-4014	8	KOREA EXCHANGE	1
		PNB	2
		PCIBANK	3
		PHILBANKING	4
		PENINSULA DB	5

CLUSTERING OF BANKS

Schedule 1

TELEPHONE NUMBER	BANK CLUSTER NO.	BANK	
		PDCP DB	6
		PLANTERS DB	7
		PREMIER DB	8
		QUEEN CITY DB	9
		SAN PABLO DB	10
		SECOND BULACAN DB	11
		NATION BANK	12
		CAVITE DB	13
		1ST PROVINCIAL DB	14
		PANGASINAN DB	15
		FIRST MALAYAN LEASING	16
		RB OF MAGALAO - RB OF NORZAGARAY	17
525-4015	9	PBCOM	1
		PHILTRUST	2
		PHIL VETERANS	3
		PIUPINAS BANK	4
		TOWER DB	5
		BATAAN SLB	6
		BATANGAS SLB	7
		CENTRAL SAVINGS SLB	8
		CITY SLA, INC.	9
		COMMERCIAL BB	10
		COMMUNITY SLA	11
		CORDILLERA SLA	12
		CROWN SLA	13
		EXPRESS SLA	14
		FARMERS SLA	15
		PENTACAPITAL FINANCE	16
		RB OF NUEVA CACERES - RB OF ROSARIO (AGUSAN DEL SUR)	17
525-4017	10	SECURITY	1
		STANDARD	2
		INT'L COML BANK OF CHINA	3
		UNION	4
		JADE	5

CLUSTERING OF BANKS

Schedule 1

TELEPHONE NUMBER	BANK CLUSTER NO.	BANK	
		MANILA BANKING	6
		MALASIQUEI PROGRESS SLB	7
		MARITIME SLA	8
		ACTIVE BANK	9
		MERCHANTS SLA	10
		PANGASINAN SLA	11
		PENAFRANCIA SLA	12
		PROGRESS SLA	13
		QUEZON COCONUT PRODUCERS	14
		REAL SLA	15
		SAMPAGUITA SLA	16
		SANDIGAN SLA	17
		PCCI	18
		RB OF ROSARIO (BATS.) - RB OF SIBALOM	19
525-4023	11	TA BANK	1
		TRADERS BANK	2
		UCPB	3
		URBAN	4
		ROBINSON	5
		PHIL BUSINESS BANK	6
		SECURED SLA	7
		SILAHES SLA	8
		SILANGAN SLA	9
		METRO CEBU PUBLIC SB	10
		WENBANK	11
		UNITY SLA	12
		UNIVERSAL SLA	13
		UNIVERSITY SLA	14
		UTILITY SLA	15
		VILLAGE SLA	16
		VISCAYA SLA	17
		URBAN COOP	18
		CEBU SOUTH RB - ZAMBOANGA	
		DEL NORTE COOP BANK	19