



Bangko Sentral ng Pilipinas

**SUPERVISION AND EXAMINATION SECTOR
OFFICE OF THE DEPUTY GOVERNOR**

**MEMORANDUM TO ALL RURAL /COOPERATIVE
AND MICROFINANCE-ORIENTED RURAL BANKS**

Please be advised that pursuant to Memorandum to All Rural/Cooperative and Microfinance Oriented Rural Banks dated 21 May 2004, the live implementation of the General Ledger (GL) Reporting System together with the supporting schedules of CSOC (RB/COB Form 2A) is effective starting the quarter-end March 2005 reports.

In this regard, all banks shall submit their required GL reports to the Supervisory Data Center within the presently prescribed deadline of 15 banking days after end of reference quarter in soft copy format.

The following guidelines shall be observed in sending GL reports:

- a. Banks preferring to submit soft copy reports through e-mail shall use the following addresses with the prescribed subject format:

To : sdcrb-gl@bsp.gov.ph
Subject : <Bank Name>, <Province>, <Region>,
GL and SCHAD File
As of <Reference Date of Report>

or,

To : sdcrb-fs@bsp.gov.ph
Subject : <Bank Name>, <Province>, <Region>,
GL and SCHAD File
As of <Reference Date of Report>

- b. Soft copy reports saved in diskette, accompanied by Control Prooflist, shall be submitted directly to SDC with postal address:

16th Floor, Multi-Storey Building
Bangko Sentral ng Pilipinas
A. Mabini St., Malate, Manila 1004

PANANALAPING MATATAG, BANSANG PANATAG

- c. Diskettes shall be properly labeled as follows:

<Bank Name>
<Province>, <Region>
GL and SCHAD File
As of <Reference Date>

- d. Reports submitted in diskettes or via e-mail shall be considered complete only upon BSP's receipt of the Control Prooflist, faxed to SDC at 523-3461, duly signed by the authorized signatory.

For further clarifications on GL Reporting System, you may contact Ms. Aurora P. Frias at telephone numbers 523-3241/525-5234 or 524-7011 (trunk line) locals 2701/2706/2767 or via e-mail at afrias@bsp.gov.ph.

For strict compliance.


ALBERTO V. REYES
Deputy Governor

19 April 2005