



**BUREAU OF JAIL MANAGEMENT AND PENOLOGY
MULTI-PURPOSE COOPERATIVE**
144 Mindanao Avenue, Quezon City
Telephone Nos: (02) 455-1086 & (02) 454-3621
Sun Mobile Phone No. 09223343458

MEMORANDUM:

TO : All Members

SUBJECT : Priority in Processing IOC and PR Withdrawal

DATE : 19 January 2018

1. As has been observed, members withdrawing dividends (IOC) and patronage refund (PR) either do this by submitting filled-up standard form indicating their account number at the left bottom portion or just leaving it blank or with only the cellphone number written.

2. To remedy likely confusion that often arises out of this indecision or plain neglect by members of not giving importance to this particular information required in the form, the Management decided to give first priority in processing withdrawals of those with account number for immediate deposit of amount involved to the bank and those who will claim their dividend and PR personally at the Main Office.

3. Those without the account number and/or having incomplete data on their withdrawal slip are of the second priority.

4. Please be guided accordingly.


JSSUPT RINCO T. MONTAUS
General Manager