CORPORATE CIRCULAR CMP No. 09-011
January 2009
Series of

SUBJECT: ABSTRACT OF COLLECTION

In the interest of the service, and to improve the corporate collection efficiency, the submission of duly accomplished computer generated form of Abstract of Collection will be required prior to the issuance of an Order of Payment. This form bears the respective account numbers of the Community Association and its corresponding member/beneficiaries. The usual Remittance Report is still required. The new form can be secured from the Accounts Management Department, SHFC Head, Regional and Desk Offices.

All Corporate Circulars, office orders and memoranda inconsistent with any provisions of this Circular are deemed modified or repealed accordingly.

President

This Circular takes effect immediately.