



OCOM Memo No. 95-2022

**MEMORANDUM**

**TO :** ALL DEPUTY COMMISSIONERS  
ASSISTANT COMMISSIONER  
ALL SERVICE DIRECTORS  
ALL DISTRICT COLLECTORS  
ALL OTHERS CONCERNED

**FROM :** *[Signature]* **YOGI FILEMON L. RUIZ**  
Acting Commissioner *B* **AUG 01 2022**

**SUBJECT :** SUPPLEMENTAL GUIDELINES ON THE DISPOSITION FORM (DF)

**DATE :** 01 August 2022



BOC-09-32347

To ensure that processing of documents for approval/disapproval and information of the Commissioner shall remain unhampered and to avoid repetitive editing of prepared disposition forms please take note of the following guidelines:

1. The "FOR" portion of the DF shall read as Acting Commissioner; and
2. The space allotted for the Chief-of-Staff shall be as follows:

ATTY. ANTONIO B. BEADO, JR.  
Chief-of-Staff, OCOM

All other guidelines remain the same.

For widest dissemination and compliance.