


**BUREAU OF CUSTOMS***Professionalism Integrity Accountability***MEMORANDUM**

**TO :** ALL GROUPS AND  
ALL COLLECTION DISTRICTS  
ALL OTHERS CONCERNED

**FROM :**  **DONATO B. SAN JUAN**  
Deputy Commissioner, Internal Administration Group

**SUBJECT :** INSTRUCTIONS RE: THE OSM OFFICE SPACE, FURNITURE  
EQUIPMENT PROCUREMENT

**DATE :** September 3, 2020

In relation to the Memorandum dated June 25, 2020 Re: OSM Office space, Furniture & Equipment. You are hereby directed to comply with the assigned establishment of OSM office on or before September 15, 2020 and submit proof of existence of the procured table, chairs, and filing cabinets necessary for the establishment of their own Office of Strategy Management.

You are directed to submit a report to the OSM Central Office once you have established the OSM Office in your Collection District.

For your strict compliance.