



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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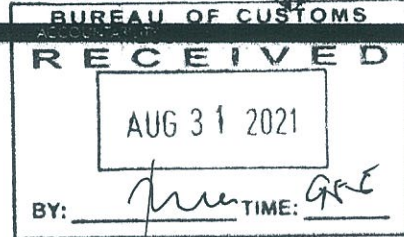
## MEMORANDUM

TO : **ALL GROUPS AND OFFICES  
ALL OTHERS CONCERNED**

FROM : **DONATO B. SAN JUAN**  
Deputy Commissioner, IAG  
Chief of Staff, Office of the Commissioner

SUBJECT : **Designation and Tasking of OFFICE PRIMARY RESPONSIBLE (OPR) in the conduct of Programs, Activities and/or Meetings.**

DATE : **August 31, 2021**



BOC-03-11593

In order to ensure efficient coordination and smooth conduct of Programs, Activities and/or Meetings endorsed and initiated by a certain District/Office, the following should be complied with:

- A. Name/s of the Office Primary Responsible (OPR), including the description of the Program, Activity and/or Meeting detailing therein the preparation and execution the individual or office responsible for each activity.
- B. A written directive from the OPR which indicate the tasking and responsibilities of the offices to ensure that all necessary materials, program, documents, equipment, venue, food and all other tasks from preparation to the actual event are made available, coordinated and performed.
- C. For activities that require the attendance and participation of the Commissioner, the program for such event should be submitted to the Office of the Commissioner at least three (3) working days before the actual event

For strict and immediate compliance.