

2017-11-024



MASTER COPY



Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
1099 Manila

**MEMORANDUM**

TO : ALL GROUPS, PORTS AND SUB - PORTS  
ALL DEPUTY COMMISSIONERS, DISTRICT AND  
PORT COLLECTORS

FROM :    
ISIDRO S. LAPENA, PhD, CSEE,  
Commissioner NOV 08 2017

SUBJECT : PERSONS UNDER CONTRACT OF SERVICE  
WITHOUT APPROVED CONTRACT TO STOP  
REPORTING

DATE : November 07, 2017

---

1. In an unnumbered memorandum dated June 23, 2017 signed by former Commissioner Nicanor E. Faeldon, it was instructed that no persons under Contract of Service shall report to work without an approved Contract.
2. However, due to manpower insufficiency, some of these persons under COS are still asked to report to work to ensure uninterrupted delivery of service in the Bureau. To date, official contract of these persons under COS is still pending approval, thus payment of their salary is still pending.
3. For this reason, the bureau is now expecting a deficit of an estimated Php.51,000,000.00, which can still balloon should the bureau not take action on the matter.
4. To address the issue, all person under contract of service without approved contract shall "**Stop Reporting**" from work **effective November 10, 2017**. The bureau enjoins all persons concern to extend its utmost understanding and comply to this memorandum.
5. This shall be a temporary status while, the bureau is addressing pending issues on its budget.
6. While the institution regrets having to let go of persons who have been truly helpful in the BOC, everyone is highly encouraged to apply for a plantilla position with the current Bulletin of Vacant position.

*amp*

7. The Bureau assures that all services rendered shall be paid for, provided, necessary documentary requirements for payment of salary are submitted to the Internal Administration Group.
8. All groups, offices, ports and sub – ports concerned are hereby ordered to assist outgoing persons under COS in processing payment of their salary.
9. For strict Compliance.