

2019_03-006



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

Escasio
MASTER COPY

MEMORANDUM

TO : **ALL CONTRACT OF SERVICE PERSONNEL**

FROM : *Escasio*
JOSEPH G. ESCASIO
Chief Administrative Officer
Human Resource Management Division

SUBJECT : **REITERATION OF THE MEMORANDUM DATED
15 FEBRUARY 2019 WITH THE SUBJECT "PROCESSING OF
SALARY OF CONTRACT OF SERVICE FOR
JANUARY 1-31, 2019"**

DATE : **06 MARCH 2019**

1. In relation to the above subject, all persons under Contract of Service who have not yet submitted their requests for **payment of initial salary/ payment of services rendered for the month of January 2019** are hereby directed to submit their requests and supporting documents **not later than 11 March 2019, Monday**.
2. Please take note that the delay in submission of request for payment of initial salary may also affect the processing of payment of salary for the month of February and March 2019.
3. For immediate action and compliance.