

2019-04-005



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

Pape
MASTER COPY

MEMORANDUM

TO : All Deputy Commissioners
All Service Directors
All District Collectors
All Port/Sub-Port Collectors
All Division Chiefs/Equivalent Units

FROM : REY LEONARDO B. GUERRERO
Commissioner

SUBJECT : IAG as the Sole Originator of CPOs on Transfer of Station

DATE : 25 January 2019



APR 03 2019

It has been observed that some CPOs on transfer of station have been emanating from units/offices other than IAG and are being endorsed to higher office without passing through proper channels.

The HRMD under the IAG is mandated to facilitate various human resource management processes to include recruitment, selection, and assignments of personnel. Hence, endorsements of personnel, i.e. applicants to be assigned with the Bureau and requests for reassignments and designations will pass through IAG to further determine if such requests will merit a CPO, before it reaches this Office for approval or disapproval.

All Deputy Commissioners and District and Port Collectors shall see to it that offices under their jurisdiction shall strictly observe the correct flow of communications in the creation of such CPOs for efficiency and to avoid confusion in the future.

For strict compliance and widest dissemination.