

2019_06-021



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
1099 Manila

MASTER COPY

MEMORANDUM

**TO : ALL DEPUTY COMMISSIONERS
ALL DISTRICT AND SUB-PORT COLLECTORS
ALL DIRECTORS AND DIVISION CHIEF
ALL OTHERS CONCERNED**

FROM : REY LEONARDO B. GUERRERO
Commissioner

SUBJECT : STANDARD PROCEDURE FOR ALL COMMUNICATION

DATE : 25 June 2019



BOC-09-03565

JUN 27 2019

1. For proper monitoring and to ensure accountability, all Customs personnel and officials are directed to strictly follow proper procedure in coursing all forms of communication within and outside the Bureau.
2. All communication sent outside the Bureau shall be signed and approved by the Commissioner or his designated Official.
3. For communication within the Bureau, the Deputy Commissioner and Director concerned shall sign and transmit the same to the respective office/s. this shall include all communication for approval of the Commissioner.
4. Failure to comply with any of the provisions of this Memorandum shall be dealt with accordingly.
5. For strict compliance.