

2014-11-003



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

October 29, 2014

**MEMORANDUM**

**TO :** Chief of Staff, OCOM  
The Deputy Commissioners and  
The District Collectors  
Personnel Hired on Contract of Service (COS)  
Division Chiefs Concerned  
Administrative Officers

**FROM :** The Deputy Commissioner, IAG

**SUBJECT :** Monthly Report of Absences and Undertimes for Contract of Service

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- 1.0 Attached for your information is the template in monitoring the attendance of personnel under Contract of Service.
- 2.0 The duly accomplished attendance report shall be submitted to the Human Resource Management Division (HRMD) together with the Daily Time Records (DTR) on/or before the 3<sup>rd</sup> working day of the succeeding month, as bases in the payment of their salaries.
- 3.0 For compliance. Thank you.

  
**ARTURO M. LACHICA, CESO II**