



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

27 April 2015

MEMORANDUM

FOR : ALL DEPUTY COMMISSIONERS
CHIEF OF STAFF, Office of the Commissioner
The District Collector, POM
The Designated Administrative Officers
All BOC Employees and All Others Concerned

FROM : The Deputy Commissioner, Internal Administration Group

SUBJECT : New Security Service Provider

- 1.0 This is to inform you that the Contract for the Provision of Security Services for BOC – OCOM and Port of Manila with **M.G. Marasigan Investigation Security Agency Inc.** has been approved. The official turn-over/deployment of security personnel will be on 02 May 2015 (Saturday).
- 2.0 In this regard, the Security Services provider will be implementing the "No ID-No Entry" policy for security purposes.
 - 2.1 All BOC officials/employees including consultants, job orders, and contractors shall at all times wear their official Ids once they enter BOC premises.
 - 2.2 Contract of Service personnel who have not been issued with BOC ID must present a valid ID upon entrance in the BOC premises. The list of contract of service personnel shall be provided to the Security Services personnel.
 - 2.3 Personnel who forgot to bring his/her ID may be allowed to enter the building premises but shall log in/sign his name in the security guard's logbook for record purposes.
 - 2.4 Entry of all visitors shall be properly cleared/coordinated with the officials/employees concerned. The administrative officer concerned shall provide the security guard on duty, notice of meeting/forum for posting at the main lobby.

- 2.5 The Security guards shall screen all persons entering the BOC building so that only authorized persons are allowed at the BOC premises. For non-BOC personnel, they shall strictly enforce the visitor control system.
 - 2.6 All visitors of BOC officials and employees shall register with the lobby security guards and be issued with Visitor's Pass which they shall wear at all times while within the BOC premises.
 - 2.7 Visitors shall be required by the guard on duty to indicate in the logbook, his/her name and signature, time of entry, purpose and name of person to visit. The name of the visitor shall be validated from the visitor's ID being presented.
 - 2.8 All bags, boxes or luggage being carried by visitors including contractors and employees, into and from BOC building or office premises shall be properly inspected. Due diligence shall be practiced at all times in order to prevent the possible entry of deadly weapons, and explosives, toxic chemicals, drugs, contraband items and harmful materials.
- 3.0 For information and please be guided accordingly.


ARTURO M. LACHICA, CESO II