



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

OFFICE OF THE COMMISSIONER

MEMORANDUM

To : **All District Collectors**
All Subport Collectors

From : **John P. Sevilla**
Commissioner

Subject : **Monthly Operating Report Modified Format**

Date : **03 September 2014**

This has reference to the Memorandum dated 24 February 2014 on the submission of monthly operating reports to the Office of the Commissioner. Please be informed that starting October 2014 (for September 2014 data) and onwards, you shall be required to fill out the modified format, an electronic copy of which will be sent to your port's respective email addresses on or before 12 September 2014, if you do not receive the modified format by then, kindly inform Evelyn S. Te at (632) 5271935 or ocom.reports@gmail.com. Please ensure that your monthly reports contain ten (10) spreadsheets all in all and must be submitted to this Office, in the prescribed modified format thru email at ocom.reports@gmail.com, not later than the 3rd working day of the month.

For your information and compliance.


JOHN P. SEVILLA
Commissioner



SEP 05 2014

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27K

OCOM REPORTS <ocom.reports@gmail.com>
To: Sunny Sevilla <sevilla.customs@gmail.com>

Mon, Sep 1, 2014 at 11:58 AM

Got it. Thanks.

[Quoted text hidden]

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OCOM REPORTS <ocom.reports@gmail.com>

Changes to monthly operating report from October 2014 onwards (for September 2014)

4 messages

Sunny Sevilla <sevilla.customs@gmail.com>

Sun, Aug 31, 2014 at 5:20 PM

To: Eve Te <ocom.reports@gmail.com>

Cc: Joel Laguerta <j.laguerta.boc@gmail.com>, Cheryll Trinidad <cartrinidad.boc@gmail.com>

Eve- please draft a letter to all collectors, to be sent in both paper and e-mail form, informing them that:

1. For the monthly reports for August 2014, due first week of September 2014, no change in the contents.
2. For the monthly reports for September 2014, due first week of October, they should use the slightly modified format attached.

The changes are self-explanatory, and are in the following sheets and columns, marked in yellow:

- 3 WSD served- columns F, N, and O
- 5 announcement of bidding- column E

Please put in the memo that they can get a digital copy of the new format from you.

Thanks.

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Sunny Sevilla
Commissioner
Bureau of Customs
Tel +632 527 4573
Tel +63917 887 3169

OCOM REPORTS <ocom.reports@gmail.com>

Mon, Sep 1, 2014 at 11:54 AM

To: Sunny Sevilla <sevilla.customs@gmail.com>

Sir,

There is no attachment to this email. Thanks.

Eve

[Quoted text hidden]


Sunny Sevilla <sevilla.customs@gmail.com>

Mon, Sep 1, 2014 at 11:56 AM

To: OCOM REPORTS <ocom.reports@gmail.com>, Joel Laguerta <j.laguerta.boc@gmail.com>, Cheryll Trinidad <cartrinidad.boc@gmail.com>

Eve (cc Joel, Cheryll)- sorry about that; here it is.

[Quoted text hidden]

 **Operating Report 2014 10 onwards expanded on 2014 08 31.xlsx**

13/09/2014