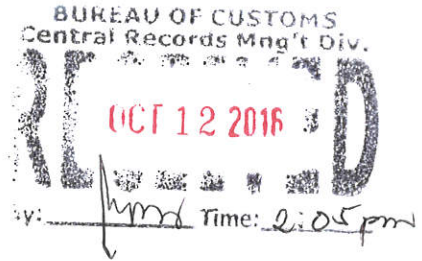


2014-10-010



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
MANILA 1099



October 12, 2016

**MEMORANDUM**

**TO : All Concerned Personnel**  
**SUBJECT : SCHEDULE OF REQUEST FOR DRINKING WATER**

- 1.0 Relative to the implementation of the project "Supply and Delivery of Drinking Water with Hot and Cold Dispensers", we would like to inform all concerned personnel that the implementation of "scheduled acquisition of drinking water" will start on October 17, 2016.
- 2.0 The allocated drinking water for each office will be distributed at General Services Division on the following schedule:

Internal Administration Group	Tuesday, 1:00 pm - 4:00 pm
Office of the Commissioner	Tuesday, 1:00 pm - 4:00 pm
Management Information and System Technology Group	Tuesday, 1:00 pm - 4:00 pm
Enforcement Group	Tuesday, 1:00 pm - 4:00 pm
Intelligence Group	Friday, 1:00 pm - 4:00 pm
Assessment and Operation Coordinating Group	Friday, 1:00 pm - 4:00 pm
Revenue Collection Monitoring Group	Friday, 1:00 pm - 4:00 pm

- 3.0 To further stabilize the process of distribution of goods, kindly forward the following data to General Services Division:
  - 3.1 Each office should provide the name of authorized personnel to acquire the goods.
  - 3.2 Each office should provide the number of personnel per office.
  - 3.3 Each request should have corresponding R.I.S.
- 4.0 Only authorized personnel can receive the goods on designated schedule.
- 5.0 Thank you for cooperation and assistance.

  
**Alfonso Louis L. Bermudez**  
Administrative Assistant II  
General Services Division

NOTED BY:

  
**RAQUEL G. DE JESUS**  
Supervising Administrative Officer  
General Services Division