

2018-03-008

Copy
MASTER COPY



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MEMORANDUM

TO : **ALL DEPUTY COMMISSIONERS
ALL SERVICE DIRECTORS
ALL DISTRICT COLLECTORS**

FROM : **GLADYS F. ROSALES, CSEE**
Chief of Staff and Deputy Commissioner
For Internal Administration Group

SUBJECT : **Personal Mail Matters**

DATE : February 21, 2018

1. It has been observed that some employees make use of the Bureau as their postal address.
2. In order to facilitate the distribution of unclaimed personal letters, the concerned employees are required to check their mails with the Central Records Management Division (CRMD) from time to time.
3. Communications not retrieved by recipients within thirty (30) days upon receipt by the CRMD shall be considered as "dead letters" and shall be disposed of accordingly.