

2018-10-014



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

*Isidro S. Lapena*  
MASTER COPY

**MEMORANDUM**

**TO :** ALL DEPUTY COMMISSIONERS  
ALL DIRECTORS  
ALL DISTRICT COLLECTORS  
ALL CHIEFS  
ALL BOC EMPLOYEES

**FROM :** *Isidro S. Lapena*  
ISIDRO S LAPENA, PhD, CSEE  
Commissioner  
OCT 12 2018

**SUBJECT :** COMMISSIONER'S DIRECTIVES ON WHEREABOUTS  
DURING OFFICE HOURS

**DATE :** 12 October 2018

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1. Reference: Verbal directives of the Commissioner given during EXECOM meetings and Command Conferences to inform all heads of offices on the whereabouts of their personnel during office hours.

2. As reiteration of said directive, all Deputy Commissioners, all Service Directors and Chiefs of Special Units (AMO, RMO and XIP) shall inform the Commissioner thru SMS, Viber message or whatever means necessary whenever leaving BOC office premises during office hours.

3. All District Collectors shall likewise inform the Commissioner whenever leaving their respective areas of responsibility.

4. Similarly, all other BOC employees shall also inform their respective supervisors thru whatever means necessary whenever leaving the BOC office premises during office hours.

5. For strict and continuing compliance.