



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

CUSTOMS MEMORANDUM ORDER
NUMBER 69-91

Subject: Dissemination of Issuance/Directives
Signed by the Commissioner

I. OBJECTIVES:

1. To establish guidelines that will ensure the prompt, efficient and economical dissemination to all concerned of issuances/directives signed by the Commissioner.
2. To identify the offices and employees responsible for the dissemination of the same.

II. GENERAL PROVISION:

Issuances/directives to be effective, must be circularized as quickly as possible, thus the following guidelines are hereby established.

III. OPERATIONAL PROVISIONS:

A. Offices under the Office of the Commissioner (Central Office)

1. The Central Records Management Division (CRMD) shall be responsible for numbering and reproducing issuances/directives signed by the Commissioner for dissemination. This should be done not later than twenty four (24) hours upon receipt of said issuances. The distribution of the reproduced copies shall be as follows:
 - a. Offices under the Office of the Commissioner
 - b. Different Ports/Subports
 - c. Government and Private offices as required/requested
 - d. Others Concerned/interested individuals

The CRMD shall also be responsible for the dissemination of all issuances/directives to offices under the Office of the Commissioner.

Godwin M. Torres

CMO 68-91

Each Port/Subport shall be furnished with one (1) copy of the issuance. Issuances for the provincial ports must be mailed within twenty four (24) hours upon completion of reproduction.

This Office shall also submit a report to the Commissioner every Friday containing the list of issuances issued for the week in the form attached as Annex "A" together with a copy of the receipts made by the offices mentioned above.

2. Services/Divisions - shall require their messenger to report to the CRMD everyday between 8:30 a.m. and 11:30 a.m. to pick up the issuances which were **not** delivered in the afternoon of the previous day.

B. Ports/Subports

1. Administrative Division/Unit - shall reproduce and disseminate issuances/directives to offices within their respective port/subport. This Office shall also accomplish the acknowledgement receipt in the letter attached as Annex B issued by the CRMD and return the same to the CRMD. This will determine whether the said Port/Subport has received its copy of the issuances or not.

Officials/Employees who regularly come to the Central Office for official business must proceed to the CRMD to get their issuances/directives intended for mailing before Certificate of Appearance shall be issued by the Human Resources Management Division (HRMD).

Likewise, receiving clerks must immediately present to their Chiefs, issuances/directives upon receipt thereof.

IV. EFFECTIVITY:

This order shall take effect on _____

OCT 26 1991

Salvador M. Mison
SALVADOR M. MISON
Commissioner