

2019-01-002



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

MEMORANDUM

TO : **ALL CONCERNED OFFICERS**

FROM : **REY LEONARDO B. GUERRERO**
Commissioner



DEC 21 2018

SUBJECT : **SENIOR SUPERVISING STAFF OFFICERS (SSSO) & STAFF DUTY OFFICERS (SDO) ADMINISTRATIVE & OPERATIONAL INSTRUCTIONS**

DATE : December 18, 2018

Pursuant to the power vested in me as Commissioner, Senior Supervising Officers (SSSOs) shall render their tours of duty on weekends and legal holidays, in the same manner that the Staff Duty Officers (SDOs) render duty on weekdays and weekends.

For the immediate dissemination of information of any incident which needs immediate action thereby preventing the interruption or obstruction of BOC operations, attached for reference are the guidelines on the Administrative and Operational Instructions for SSSO & SDO.

For strict compliance.

2019-01-002 P.2

MASTER COPY



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

SENIOR SUPERVISING STAFF OFFICERS (SSSO)

Administrative & Operational Instructions:

1. The tour of duty of Senior Supervising Officers (SSSOs) commences at 0600H and ends at 0600H the following day;
2. Assigned Senior Supervising Officers (SSSOs) must notify the BOC Commissioner as soon as he assumes post and inform him of the duration of his tour of duty;
3. Assigned Senior Supervising Officers (SSSOs) must be at their respective offices within the Port of Manila premises at least thirty (30) minutes prior to the start of his tour of duty;
4. Assigned Senior Supervising Officers (SSSOs) shall exercise supervision over all assigned Staff Duty Officers (SDOs). As such, the assigned SSSOs shall establish contact with the latter, maintaining communication with them with directive to immediately report any significant incident/s occurring at the Port of Manila, MICP and at the NAIA or other place where customs activity is undergoing;
5. Assigned Senior Supervising Officers (SSSOs) shall maintain a logbook and record therein his time of assumption and termination of duty, and such significant incidents, if any, which may be reported to him by the assigned Staff Duty officer (SDO).
6. A detailed and specific report must also be submitted to the Office of the Commissioner in Disposition Format after the Senior Supervising Officer's (SSSOs) tour of duty, indicating therein all the entries made in the official logbook which shall also include the names of all the Officers present in all BOC AORs;
7. Assigned Senior Supervising Officers (SSSOs) shall immediately act on any matter referred to him for appropriate action, by any senior official/s of the Bureau of Customs, or by the assigned Staff Duty Officer (SDO). The SSSO shall immediately report the same, thru any fastest means of communication, to the Commissioner of Customs;
8. Assigned Senior Supervising Officers (SSSOs) may quit their posts only when properly relieved.

Bureau of Customs
REY LEONARDO B. GUERRERO
Commissioner
18-01366

REY LEONARDO B. GUERRERO
Commissioner

DEC 21 2018

2019-01-002 P.3




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

Copy
MASTER COPY

STAFF DUTY OFFICERS (SDO)

Administrative & Operational Instructions:

1. The tour of duty of day-shift Staff Duty Officers (SDOs) commences at 0600H and ends at 1800H, whereas that of night-shift Staff Duty Officers (SDOs) commences at 1800H and ends at 0600H the following day;
2. Assigned Staff Duty Officers (SDOs) must be at the ESS Headquarters at least thirty (30) minutes prior to the start of his duty;
3. Assigned Staff Duty Officers (SDOs) shall exercise supervision over all ESS District Offices within the National Capital Region, specifically the Port of Manila (POM), Manila International Container Port (MICP), and the Ninoy Aquino International Airport (NAIA). As such, the assigned SDO shall establish contact with the Detail Commander of each Port, determine the personnel strength thereat during his tour of duty, and give instructions to the latter to immediately report to him any significant incident/s occurring within their respective Area of Responsibilities;
4. Assigned Staff Duty Officers (SDOs) shall maintain a logbook and record therein his time of assumption and termination of duty, and such other routine matters or other significant incidents, if any, which may be reported to him by the respective Detail Commander of each Port;
5. A detailed and specific report must also be submitted to the Office of the Deputy Commissioner, Enforcement Group, in Disposition Format after the Staff Duty Officer's (SDOs) tour of duties indicating therein all the entries made in the official logbook which shall also include the names of all the Officers present at POM, MICP and NAIA;
6. The Staff Duty Officers (SDOs) shall NO longer be entitled to a day-off on the next following working day or an any working day during the following working week;
7. Assigned Staff Duty Officers (SDOs) may quit their posts only when properly relieved.


Bureau of Customs
REY LEONARDO B. GUERRERO
Commissioner
19-00009
REY LEONARDO B. GUERRERO
Commissioner
JAN 03 2019