

2019-05-027

P. J. Reyes
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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
1099 MANILA

MEMORANDUM

TO : DEPUTY COMMISSIONERS
ASSISTANT COMMISSIONER
SERVICE DIRECTORS
DISTRICT COLLECTORS
ALL OTHERS CONCERNED

[Handwritten signature]



BOC-09-02296

FROM : REY LEONARDO B. GUERRERO
Commissioner

MAY 28 2019

SUBJECT : PROTOCOL IN ATTENDING MEETINGS AND
CONFERENCES (LOCAL & INTERNATIONAL)
ON BEHALF OF THE BUREAU

DATE : May 28, 2019

From time to time, you are directed to attend meetings with other government agencies or private companies on behalf of the Commissioner and the bureau. To ensure that you are able to communicate the stand of the agency on issues and concerns raised during these meetings, you are directed to inform this office of any requests for meetings made either directly to your offices or through this office routed to you at least two (2) days before the meeting date. Together with the meeting details and name of attendee or representative/s, you shall include a copy of the presentation, if required, for review of this office.

Moreover, you are also directed to submit an after-meeting report within two (2) days after the meeting, stating the salient points discussed during the meeting, items that need action by BOC, the responsible office/s with corresponding timeline/deadline.

In case of emergency meetings, you may inform this office through fastest means possible (e.g. text message, Viber message, email) to receive guidance.

For strict compliance.