



BUREAU OF CUSTOMS
MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

MEMORANDUM

TO : ALL GROUPS
ALL COLLECTION DISTRICTS
ALL OFFICES

FROM : REY LEONARDO B. GUERRERO
Commissioner *A* **NOV 27 2020**

SUBJECT : NEW BOC LETTERHEAD AND PRESENTATION
TEMPLATE

DATE : 27 NOVEMBER 2020



BOC-03-07839

In line with the Bureau of Customs' recently approved BOC Battle Cry and efforts to enhance professionalism, all Customs personnel are hereby instructed to use the new BOC letterhead which incorporates the vision, core values, and motto of this organization; in all official documents, powerpoint presentations and all other applicable visual communications to achieve uniformity in representing the agency through various modes of communications.

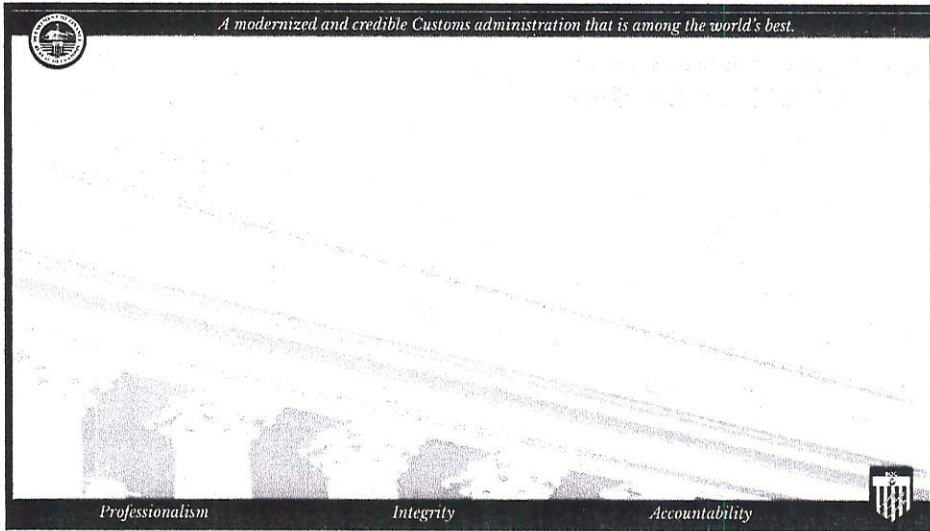
You may scan the QR code provided to view the newly approved templates.

For strict compliance.

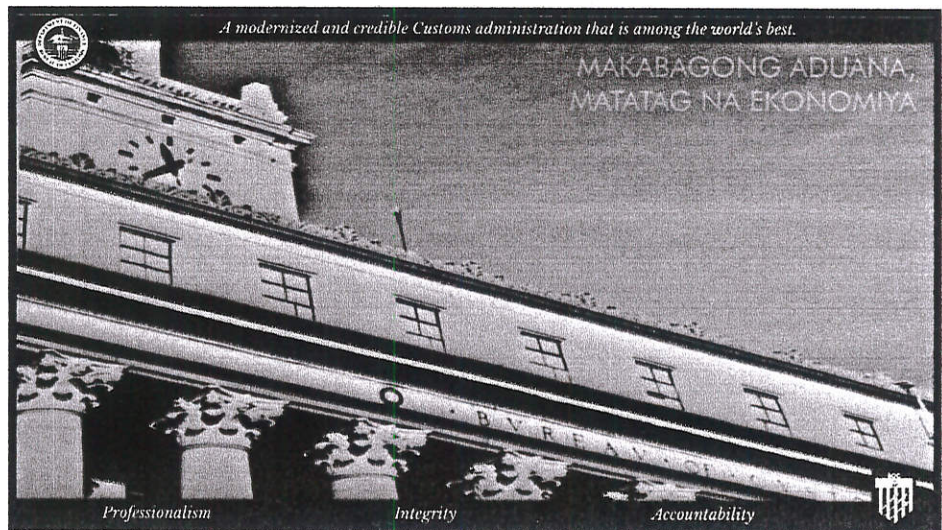


NEW TEMPLATES

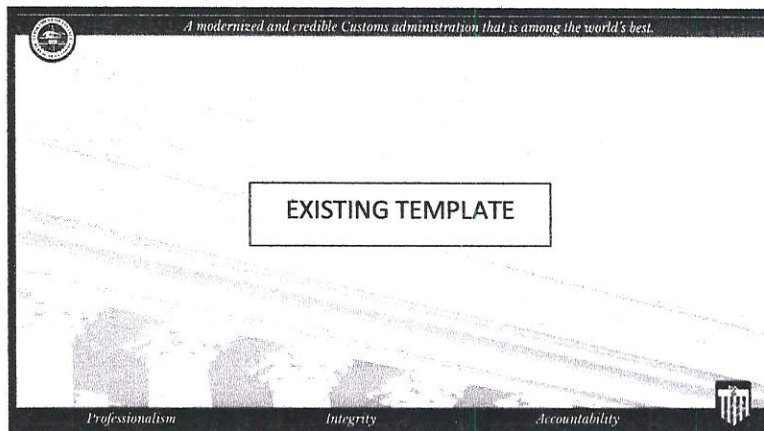
A. POWERPOINT PRESENTATION TEMPLATE



**PROPOSED TEMPLATE
[LIGHT VERSION]**



**PROPOSED TEMPLATE
[DARK VERSION]**



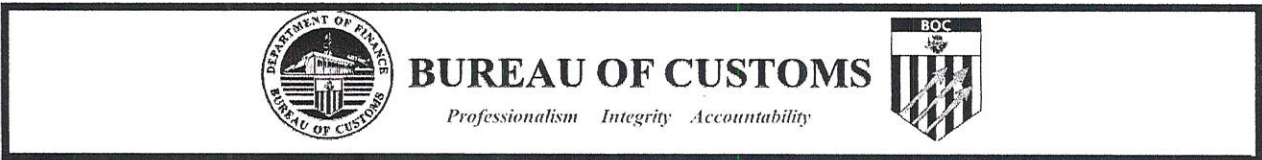
EXISTING TEMPLATE

B. DOCUMENT LETTERHEAD TEMPLATE

PROPOSED TEMPLATE



EXISTING TEMPLATE



SEE NEXT PAGE FOR ACTUAL DOCUMENT



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



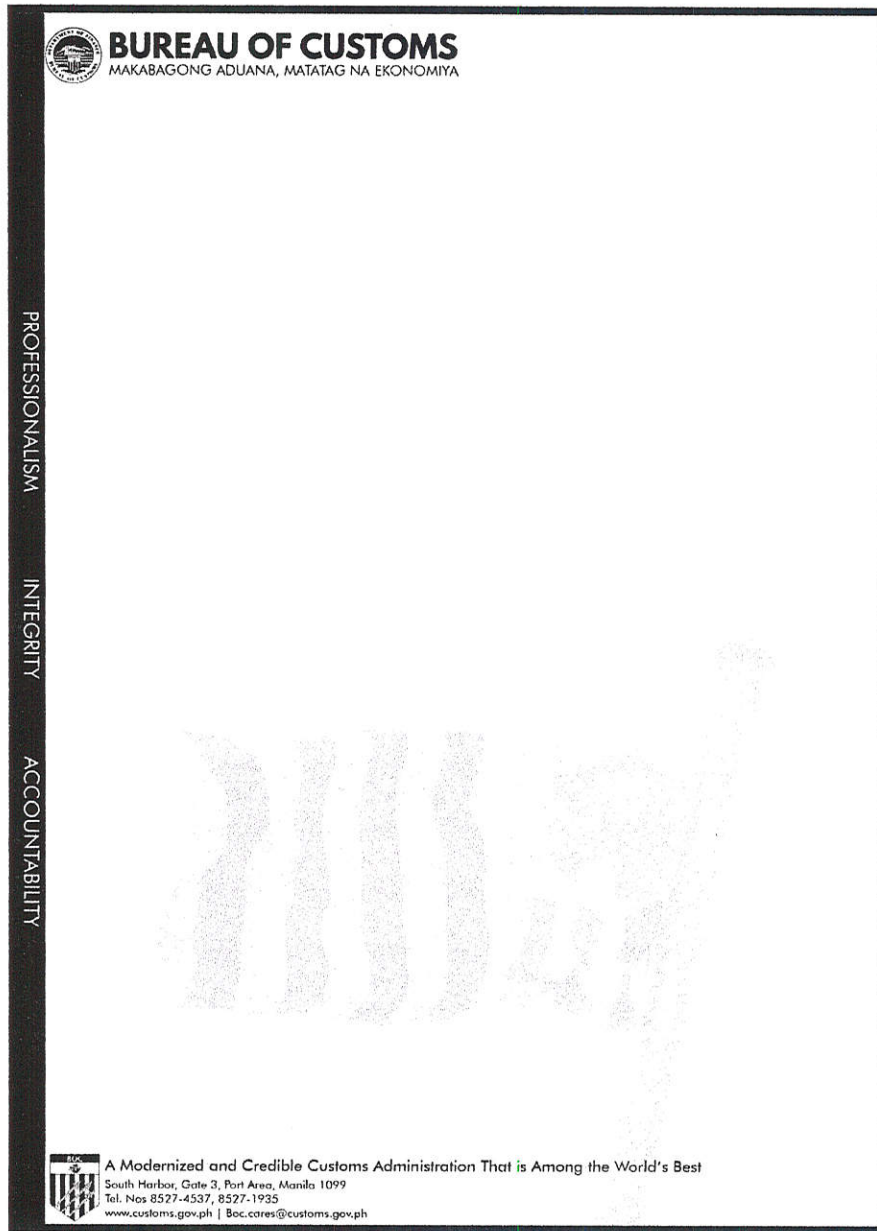
hmd

PROFESSIONALISM

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A. NOTEPAD/STATIONERY DESIGN



PROPOSED DESIGN

B. BOC Shirt Design


**MAKABAGONG
ADUANA
MATATAG NA
EKONOMIYA**





PROPOSED DESIGN


A. BOC ID Design

Holographic security seal sticker
overlapping the 2x2
identification photo


 Republic of the Philippines
 Department of Finance
BUREAU OF CUSTOMS
 MAKABAGONG ADUANA, MATATAG NA EKONOMIYA







PROFESSIONALISM
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DE LA CRUZ
JUAN A.
 EXECUTIVE SECRETARY
 Employee No: 20210000

A Modernized and Credible Customs Administration that is Among the World's Best

In case of emergency, please notify:

JUANA A. DELA CRUZ
207 Maharlika, Manila, Philippines
870000 / 099591772611

DATE OF BIRTH:	JANUARY 1, 1992
TIN:	330-000-000
BLOOD TYPE:	O

Juan Dela Cruz

Employee Signature

Lucifer Morningstar

Lucifer Morningstar
Chief, Human Resources Management Division
AUTHORIZED SIGNATURE



Holographic security seal sticker



B. BOC ID Lace Design

