



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

OCOM Memo No. 32-2022

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## MEMORANDUM

TO : ALL BOC OFFICIALS AND EMPLOYEES

FROM : REY LEONARDO B. GUERRERO  
Commissioner



BOC-03-14378

SUBJECT : AMENDMENT OF OCOM MEMORANDUM NO.  
2019-01-013 RE: ADDITIONAL GUIDELINES FOR  
REQUEST FOR TRAVEL AUTHORITY ABROAD

DATE : March 10, 2022

1. In view of the country's efforts to recover from the significant adverse economic impact of the COVID-19 pandemic, the Bureau, as one of the highest revenue generating agencies, shall ensure the continuous efficient delivery of its services.
2. In this regard, Item No. 3 of the subject Memorandum is hereby amended as follows:  
  

*"Henceforth, a maximum of **ten (10)** requests for personal travel abroad will be programmed per month, and everyone is advised to program in advance and signify early with HRMD to avoid any conflict."*
3. Further, the Human Resource Management Division shall process applications for personal travel abroad per month beginning the current month provided that the requesting employee has already received his/her COVID-19 booster shot.
4. For guidance and strict compliance.

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