



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
Manila 1099

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**MEMORANDUM**

TO : **ALL EMPLOYEES**

FROM : *Dr. Consuelo I. Villanueva*  
**DR. CONSUELO I. VILLANUEVA**  
Acting Chief, Medical and Dental Division

SUBJECT : **MEDICAL ADVISORY COVID-19**

DATE : March 25, 2020

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Relative to the Department of Health (DOH) guidelines for employees who came in close contact with a COVID-19 Positive patient, all employees are hereby advised to undergo self-quarantine for 14 days. In addition, you have to go to a medical doctor to seek medical attention/ counsel and secure a medical certificate.

For your information.