



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

MASTER COPY



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

OCOM Memo No. **19-2023**

MEMORANDUM

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

FROM :  BIENVENIDO Y. RUBIO
Commissioner  BOC-09-38119

SUBJECT : REVISED TEMPLATE FOR THE DISPOSITION FORM

DATE : 13 February 2023

In relation to Customs Memorandum Order No. 22-2017 on the "Institutionalization of Complete Staff Work (CSW) in the Bureau of Customs," all concerned are hereby instructed to utilize the new format of the Disposition Form, as attached in this Memorandum.

For immediate implementation.

hmb



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PROFESSIONALISM INTEGRITY ACCOUNTABILITY

DISPOSITION FORM

FOR	THE COMMISSIONER	DATE	CONTROL NO.
FROM			
SUBJECT			

ABC123-456

CONCERNED SIGNATORY 1 _____

CONCERNED SIGNATORY 2 _____

REFERENCE/S:

a) Letter dated _____ from _____ to _____ (Annex "A")

DISCUSSION:

1. xxx

RECOMMENDATION/S:

2. xxx

ATTACHMENT/S:

1. Draft Letter-Reply addressed to _____ (Annex "C")

CONCUR / NOT CONCUR

NAME

Deputy Commissioner, (Group)

APPROVED / DISAPPROVED

BIENVENIDO Y. RUBIO

Commissioner

REMARKS:

