

2017-09-003



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

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MEMORANDUM to:

**DEPUTY COMMISSIONER, ENFORCEMENT GROUP
OFFICER-IN-CHARGE, GENERAL SERVICES DIVISION
All Others Concerned**

Date: September 8, 2017

In the interest of exercising and recognizing every government employees' responsibility to protect and conserve government property and resources pursuant to existing laws and Civil Service rules, and regulations, you are hereby directed to ensure the use of official government property strictly for official business only.

You are further directed to ensure that no BOC premises are used for regular dwellings by any BOC officers and employees except in the exigency of the service and in cases where the performance of their duty requires a stay in the premises for a limited period of time as may be necessary.

Submit monthly report on the status of the use of BOC property and resources.

For strict compliance.

ISIDRO S. LAPEÑA, PhD, CSEE
Commissioner



SEP 11 2017