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Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
1099 Manila

**MEMORANDUM**

**TO :** ALL DEPUTY COMMISSIONERS  
ALL DIRECTORS AND CHIEFS OF OFFICES  
ALL OTHERS CONCERNED

**FROM :** ISIDRO S LAPEÑA, PhD, CSEE  
Commissioner

**SUBJECT :** SIGNATORIES FOR COMMUNICATION

**DATE :** 20 March 2018

*Isidro S. Lapeña*



Bureau of Customs  
ISIDRO S. LAPEÑA  
Commissioner  
18-04386

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1. References:
  - a. Memorandum dated October 12 with subject Signatories for Communication;
  - b. Memorandum dated November 2, 2017 with subject Reiteration on Signatories for Communication.
  - c. Executive Committee Meeting directives; and
2. It has come to the attention of this Office that officers who still fail to course their communication under the proper procedure despite previous memoranda issued by this Office. As such, you are all again reminded of the following guidelines on signatories for communication:
  - a. **All communication outside the Bureau of Customs shall be signed by the Commissioner;**
  - b. All communication between and among different groups shall be signed by the Deputy Commissioner concerned (*for example, Memo from Import and Assessment Service to Legal Service, should be signed by Deputy Commissioner, AOCG to Deputy Commissioner, RCMG*); and
  - c. All completed staff work intended for the Commissioner's decision or information shall be signed by the Director or division chief (coursed through Director) and concurred by the Deputy Commissioner concerned (*for example, Memo from General Services Division should be signed by division chief thru Director, Administration Office and Deputy Commissioner, IAG*)
  - d. All completed staff work must be coursed thru the Chief of Staff.
3. For strict and immediate compliance.