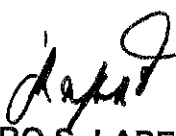






Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
1099 Manila

**MEMORANDUM**

TO : ALL DEPUTY COMMISSIONERS  
ALL DISTRICT COLLECTORS  
ALL ADMINISTRATIVE OFFICERS

THRU :   
ISIDRO S. LAPEÑA, PhD, CSEE  
Commissioner    
APR 30 2018

SUBJECT : ASSUMPTION OF PROMOTED EMPLOYEES IN THE 2018

DATE : April 30, 2018

1. Relevant to the recently released appointments of promotees to the following positions: a) Supervising Customs Operations Officer; b) Customs Operations Officer V; c) Customs Operations Officer IV; d) Special Agents I & II; and e) Intelligence Agents I & II, all promotees may assume their positions upon clearance from their previous office/division/group/port.
2. The promotee's assumption to his/her post shall be based upon the current organizational structure of the office/division/group/port.
3. In the event that the post that the promotee must assume is occupied by a designated personnel by virtue of a Customs Personnel Order (CPO) signed by the Commissioner, and the Secretary of Finance, the case must be endorsed to the Commissioner, through the Deputy Commissioner, Internal Administration Group for review and appropriate action. The endorsement must follow the structure of a CSW.
4. Furthermore, all ports and groups, must submit their Organizational Structure to the Human Resource Management Division on or before May 07, 2018 to ensure better facilitation of assumption concerns.
5. Those promotee who shall be affected by such issue must still assume his/her position and perform any other function of the position that he/she is promoted to. However, those who are not affected by such incident shall be given the functions appropriate for his/her new position.
6. For strict compliance.