

2018\_07-021



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

MASTER COPY

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**MEMORANDUM**

TO : ALL DEPUTY COMMISSIONERS  
ALL DISTRICT COLLECTORS  
ALL SERVICE DIRECTORS  
AND ALL DIVISION CHIEFS

FROM : *[Handwritten signature]*  
ISIDRO S. LAPEÑA, PhD, CSEE  
Commissioner  
Bureau of Customs  
ISIDRO S. LAPEÑA  
Commissioner  
18-11563  
JUL 12 2018

SUBJECT : **Mandatory Submission of Contact Details**

DATE : July 11, 2018

In order to make the Bureau of Customs more transparent and easily accessible to the public, all offices of the Bureau including all ports of entry are mandated to submit the following information to the Public Information and Assistance Division on or before July 31, 2018:

Office/ Division : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Landline : \_\_\_\_\_

Mobile Phone Number : \_\_\_\_\_

Email Address : \_\_\_\_\_

This information shall be used for faster communication and to efficiently address BOC-related inquiries, requests and/or complaints.

For strict compliance.

South Harbor, Gate 3, Port Area, Manila 1099 • Email: [boc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)  
Website: [www.customs.gov.ph](http://www.customs.gov.ph) • Telephone: (02) 705-6000