



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

APR
MASTER COPY

MEMORANDUM

FOR : ALL BOC OFFICIALS AND PERMANENT EMPLOYEES

ATTENTION : ALL ADMINISTRATIVE OFFICERS

FROM : GLADYS F. ROSALES, MPA, CESE
F. Rosales 8/31/18
 Chief-of-Staff, Office of the Commissioner and
 Deputy Commissioner, IAG

**SUBJECT : REITERATION ON THE SUBMISSION OF 2X2 COLORED
 PHOTO FOR THE NEW BOC IDENTIFICATION CARD
 (BOC I.D.)**

DATE : 30 August 2018

1.0 In compliance with the Commissioner's directive to the Human Resource Management Division (HRMD) to issue uniform Identification Cards that is compliant with Republic Act 9485 (R.A. 9485) and in reference to memorandum dated June 08, 2018, **this is to reiterate** that all officials and permanent employees of the Bureau are directed to submit to the HRMD **2 pcs 2x2 colored ID photo taken at least for the past three (3) months** with name at the back of the I.D. photo in:

1.1 (Female) Monday Uniform with Coat/Blazer /
 Type A Uniform for PID, ESS, AIRPORT FRONTLINERS.

1.2 (Male) Tuesday Uniform /
 Type A Uniform for PID, ESS, AIRPORT FRONTLINERS.

2.0 Please submit the attached completed BOC I.D. Information Sheet on or before Tuesday, 04 September 2018.

3.0 For strict compliance.

Attachment: as stated.



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I.D. INFORMATION

Kindly print legibly and use black ink. Please attach recent 2x2 colored photos in white background taken at least for the past three (3) months.

Employee ID Number : _____ Office / Group / Port: _____

Name : _____
Last Name _____ First Name _____ Middle Name _____

Position : _____ Division / Unit : _____

Birthday (MM / DD / YYYY) : _____ / _____ / _____ TIN No.: _____

Blood Type : _____

Person to be notified in case of emergency:

SIGNATURE

Name : _____

Address : _____

Contact Nos.: _____