





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MEMORANDUM

TO : ALL DEPUTY COMMISSIONERS
ALL DIRECTORS
ALL CHIEFS OF DIVISIONS
ALL DISTRICT COLLECTORS
ALL BOC EMPLOYEES

FROM :   Bureau of Customs
ISIDRO S. LAPEÑA
Commissioner
18-17749
OCT 04 2018

SUBJECT : SUBMISSION OF SPOT REPORT

DATE : October 2, 2018

All concerned are directed to submit a spot report of all significant incidents and accomplishments within their respective offices to the Office of the Commissioner within twenty-four (24) hours.

Further, the report in Completed Staff Work (CSW) format shall also be required to be submitted to the Office of the Commissioner within three (3) days from the incident or accomplishment.

All significant incidents and accomplishments will likewise be reported to the Secretary, Department of Finance. Hence, the CSW shall include a memorandum on the matter addressed to the Secretary of Finance for the Commissioner's signature and subsequent transmittal to the Department of Finance.

For strict compliance and widest dissemination.