

2018.11.002



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

R. Gazi
MASTER COPY


MEMORANDUM

TO : ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS
ALL OTHERS CONCERNED

FROM :  **REY LEONARDO B. GUERRERO**
Commissioner

SUBJECT : New Template/Format for Completed Staff Work (CSW)

DATE : 07 November 2018

 Bureau of Customs
REY LEONARDO B. GUERRERO
Commissioner
18-00176
NOV 08 2018

1. In line with the Customs Memorandum Order No. 22 - 2017 with subject "Institutionalization of Completed Staff Work (CSW) in the Bureau of Customs" and with reference to the Commissioner's directive during the November 05, 2018 Executive Meeting, all concerned are hereby instructed to use the new template/format in preparing the CSW submitted to the Office of the Commissioner.
2. All other guidelines remain the same.
3. Attached is a copy of the new template/format.
4. For widest dissemination and compliance.

The Commissioner

Originating Office

Initials of the Drafter &
Direct Line (Contact #)

DISPOSITION FORM

For		DATE	Control No.
From			
SUBJECT:			
KLV/5264123			
_____ AO _____ _____ FMO _____ _____ LS _____			
1. References: (Should be attached) a. b. c. Discussion 2. 3.			

Basis-should be
attached

Complete and
Concise

Concurring Office
Signature and Date



If the activity is coordinated with other Divisions

Head of Division recommends the activity

Note: All activities that requires budget must be indicated in the recommendation (exact amount of budget)
Be Specific: For Info or For Approval

COORDINATION (Discuss coordination made regarding the proposed action/activity.)

5. Per coordination with the Finance Divisions, funds are available for the requested activity.

6.

RECOMMENDATION:

7. In view of all the foregoing **Director, FS** respectfully recommends the approval of fund support amounting to one thousand pesos (Php 1,000.00).

CHIEF OF STAFF

Attachments:

- A. Special Order
- B. Letter to ICCRIMC TWG

OAOCCG

CONCUR/NOT CONCUR
Dep Com Signature
Date

Ex. Letters to be signed
Article of a policy

Note: All Attachments must have tabbing (letters only)

