



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

MEMORANDUM

FOR : ALL OFFICIALS AND EMPLOYEES OF THE BOC
 ALL DEPUTY COMMISSIONERS
 ALL DISTRICT AND PORT COLLECTORS

FROM : REY LEONARDO B. GUERRERO
 COMMISSIONER

SUBJECT : REITERATION OF THE TWENTY (20) WORKING DAYS LEAD
 TIME IN SUBMITTING REQUESTS FOR TRAVEL
 AUTHORITY

DATE : December 5, 2018



DEC 11 2018

- 1.0 On November 23, 2017 the Bureau of Customs, ordered that all employees and officials filing/requesting for travel authority are required to give/observe "Twenty (20) – Working Days Lead Time" in processing travel authority pursuant to a memorandum issued by the Department of Finance (DOF) with subject: "Reiteration on the Ten (10) Working Days Lead requirement in submitting request/s for Travel Authority," on July 18, 2017.
- 2.0 However, despite the above – mentioned memorandum, there are still employees/officials who persistently submit their request/application for travel authority, LATE and/or with INCOMPLETE SUPPORTING DOCUMENTS; thus, there were instances of non- issuance and/or late issuance of travel authority.
- 3.0 To avoid such incident, and to instill discipline among our ranks, all applications/requests for travel authority – both official and personal – are required to observe the "Twenty (20) – Working Days Lead Time"
- 4.0 Likewise, all employees and officials are enjoined to ensure that requests/applications for travel authority is filed/submitted with complete supporting documents including clearances, i.e. Legal Clearance, Certificate of No Unliquidated Cash Advance, etc.
- 5.0 HENCEFORTH, THE HUMAN RESOURCE MANAGEMENT DIVISION SHALL NOT ACCEPT APPLICATIONS/REQUESTS FOR TRAVEL AUTHORITY THAT ARE SUBMITTED LATE AND/OR INCOMPLETE SUPPORTING DOCUMENTS.
- 6.0 For strict compliance.

Attachment: Memorandum dated November 23, 2017 with subject "TWENTY (20) WORKING DAYS LEAD TIME IN SUBMITTING REQUESTS FOR TRAVEL AUTHORITY"