



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

**MEMORANDUM**

**TO :** ALL DEPUTY COMMISSIONERS  
ALL SERVICE DIRECTORS  
ALL DISTRICT COLLECTORS AND SUBPORT COLLECTORS  
ALL DIVISION CHIEFS  
ALL OTHERS CONCERNED

**SUBJECT :** SUBMISSION OF DUPLICATE COPIES OF DOCUMENTS TO  
THE OFFICE OF THE COMMISSIONER

**DATE :** 04 February 2017

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In order to keep track of incoming documents and for a more efficient system of filing, you are hereby instructed to submit an original extra copy of each document for the signature of the Commissioner of Customs. The extra copy will be retained for Office of the Commissioner's file.

For immediate and strict compliance.

Very truly yours,

  
**NICANOR E. FAELDON**  
Commissioner



FEB 15 2017