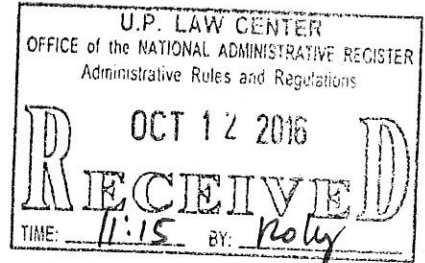




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

04 October 2016

CUSTOMS MEMORANDUM ORDER
NO. 25 - 2014



To : All Deputy Commissioners
Service Directors
District Collectors
Division Chiefs
All Others concerned

Subject : Deployment, Daily Time Record, Application for Leave of Absence, and Performance Evaluation Report of field personnel of the Customs Intelligence and Investigation Service, Enforcement and Security Service, Management Information and Technology Group, and X-Ray Inspection Project.

In the exigency of the service and considering the deployment of central office personnel to the different ports, field personnel of the Customs Intelligence and Investigation Service (CIIS), Enforcement and Security Service (ESS), Management Information and Technology Group (MISTG), and X-Ray Inspection Project (XIP) shall be guided by the following guidelines:

1. Deployment of BOC personnel to the Collection Districts

- a) In order to prevent conflicting orders, future deployment of CIIS, ESS, MISTG and XIP personnel shall be covered by a Mission/Office Order to be issued by the Service Director, and duly noted by the Deputy Commissioner concerned.
- b) Existing deployment of CIIS, ESS and XIP personnel shall continue to be of force and effect within their date of effectivity, unless in conflict with Orders issued by the Commissioner, in which case, the Order of the Commissioner will prevail.
- c) The Officers-in-Charge of the CIIS, District Commanders of ESS, Team Leaders of MISTG and Field Officers of XIP shall submit a weekly report of their activities, incidents, and accomplishments to their respective Deputy Commissioners thru channels, copy furnished the Office of the Commissioner.

*certified true copy
ALEXANDER MONTENARTE
Admin. Officer*

2. Record of Attendance/Daily Time Record (DTR), Application for Leave

- a) The individual DTR's and applications for leave of the Officers-in-Charge of the CIIS, District Commanders of ESS, Team Leaders of MISTG and Field Officers of XIP shall be signed by their respective Division Chiefs/Head of Office. Applications for leave will require the District Collector's initial over printed name.

- b) On the other hand, the DTRs and leave applications of all other CIIS, ESS, MISTG and XIP personnel assigned at the ports shall be signed by the OICs for CIIS Districts, District Commanders for ESS, Team Leaders for MISTG, and Field Officers for the XIP.

3. Performance Evaluation Reports (PERs)

- a) Both the Service Director and District Collector concerned shall evaluate the performance and sign the PERs of the OICs for CIIS Districts, District Commanders for ESS, and Team Leaders for MISTG. In the case of XIP, the PER shall be signed by the District Collector concerned and the Head, XIP.
- b) Both the Division Chief and OICs for CIIS Districts, District Commanders for ESS, and Team Leaders for MISTG shall evaluate the performance and sign the PER's of CIIS, ESS and MISTG personnel under their respective port assignments. The PER's of XIP personnel shall be signed by the Head, XIP and Field Officer of the Port where the personnel is assigned.

This Order revokes CMO No.20-2014 and shall take effect immediately.

For strict compliance.

Nicanor E. Faeldon
NICANOR E. FAELDON

Commissioner



OCT 11 2016

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A. King
ALEXANDER MONTEMAYOR
admin. Officer V