

2018-03-013




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

MEMORANDUM

TO : ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS
ALL OTHERS CONCERNED

FROM :   Bureau of Customs
ISIDRO S. LAPEÑA
Commissioner
18-03804
ISIDRO S. LAPEÑA, PhD, CESEE
Commissioner
MAR 09 2018 

SUBJECT : ALL CSW SUBMITTED TO THE OFFICE OF THE COMMISSIONER

DATE : March 12, 2018

1. In line with Customs Memorandum Order No. 22-2017 entitled "Institutionalization of Completed Staff Work (CSW) in the Bureau of Customs", all CSW documents submitted to the Office of the Commissioner shall have a concurring line in the heading segment for the Chief-of-Staff GLADYS F. ROSALES, MPA, CESE, Office of the Commissioner.

2. (Sample Heading Segment):

MEMORANDUM

FOR : ISIDRO S LAPEÑA, PhD, CSEE
Commissioner

THRU : GLADYS F. ROSALES, MPA, CESE
Chief-of-Staff, Office of the Commissioner &
Deputy Commissioner, IAG
(Other Offices if necessary)

FROM : (Signature)
(Name)
(Designation)

SUBJECT : _____

DATE : _____

3. For widest dissemination and compliance