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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MEMORANDUM

FOR : ALL DISTRICT AND PORT COLLECTORS
ALL ADMINISTRATIVE CHIEF OF PORTS/SUBPORTS
ALL CHIEF ADMINISTRATIVE OFFICERS, ALL GROUPS
Internal Administration Group
Assessment & Operations Coordinating Group
Revenue Collection Monitoring Group
Intelligence Group
Enforcement Group
Management Information System and
Technology Group
Port Clearance Audit Group

FROM : *GRADYS*
GLADYS F. ROSALES, MPA, CESE
Deputy Commissioner &
Internal Administration Group

SUBJECT : DESIGNATION OF A LIASON OFFICER FOR THE
PROCESSING OF RETIREMENT BENEFITS OF
RETIRING PERSONNEL

DATE : 12 March 2018

In order to expedite the processing of retirement benefit claims of retiring personnel, you are hereby directed to assign/designate a Liason officer that will assist in the processing of their clearances and retirement benefit claims.

In connection thereto, please forward to the Human Resource Management Division (HRMD), Internal Administration Group (IAG) the list of BOC personnel that you will designate on or before 15 March 2018.

For strict compliance.