

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS****MEMORANDUM**

FOR : ALL DISTRICT COLLECTORS  
ALL PORT COLLECTORS

FROM : *symcalie*  
GLADYS F. ROSALES, MPA, CESE  
Chief of Staff, Office of the Commissioner  
Deputy Commissioner, Internal Administration Group

SUBJECT : CERTIFICATE OF ASSUMPTION

DATE : 02 April 2018

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1. Relevant to the review, processing and approval of Daily Time Record of employees assigned/reassigned to new Ports and/or SubPorts covered by Customs Personnel Order, please provide the Internal Administration Group through the Human Resource Division (HRMD) copy of their Certificate of Assumption.
  2. For strict compliance.