

2018-04-016






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

Jays
MASTER COPY

MEMORANDUM

TO : ALL DISTRICT COLLECTORS
SUBPORT COLLECTORS
ALL OTHERS CONCERNED

FROM : *Isidro S. Lapena*
ISIDRO S. LAPENA, PhD, CSEE
Commissioner   

SUBJECT : REITERATION ON SUBMISSION OF WEEKLY
REPORT OF ALL PORTS TO THE PUBLIC
INFORMATION AND ASSISTANCE DIVISION (PIAD)

DATE : April 11, 2018

As the public deserves to know what is happening in the entire bureau, all ports are directed to strictly comply with the above-stated subject.

All district collectors and sub-port collectors are directed to continually comply with the submission of Weekly Reports which are posted under the tab "Port Updates" on the BOC website homepage.

Weekly reports shall be emailed to piad@customs.gov.ph every Monday, between 9AM to 12NN following the attached template, indicating in the subject line [NAME OF OFFICE/PORT] Report for (Indicate week covered).

In the case of significant port activities such as apprehensions or interceptions, email the complete report in narrative format with raw photos IMMEDIATELY for widest dissemination and publication.

In addition, all ports are required to designate a focal person, and provide PIAD his/her contact details to ensure compliance of submission of report and act as first point of reference for any inquiries and verification of reports.

For strict compliance.