



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA 1099

September 10, 2004

CUSTOMS MEMORANDUM ORDER
NO. 25-2004

TO: All Bureau Officials and Employees

SUBJECT: Prescribing Guidelines in the Implementation of Administrative Order No. 103, "Directing the Continued Adoption of Austerity Measures in the Government"

Attached herewith is a copy of Administrative Order (AO) No. 103 dated August 31, 2004, entitled, "Directing the Continued Adoption of Austerity Measures in the Government, together with related issuances, which are, Republic Act No. 7430 or the Attrition Law dated April 15, 2002 and Memorandum Order No. 20 dated June 25, 2001, all of which are directed for strict implementation.

In compliance with the provisions of these various Orders, the following **DIRECTIVES** are hereby issued:

1. In compliance with Section 1(a)(1) of AO 103, the Chief, HRMD is directed to prepare a monthly report of official foreign travels stating the names of personnel who traveled abroad, the reasons for such travel and the cost incurred by the government, if any. This report for signature of the Commissioner shall be submitted to the Office of the President thru the Secretary of Finance.
2. In compliance with Section 1(a)(2) of AO 103, only the following local travels shall be allowed to be funded:
 - a. Attendance to hearings of cases, only if there are no Hearing Officers/Prosecutors in the concerned port of hearing. However, said Hearing Officer/Prosecutor shall come from the nearest port/office. It shall be the responsibility of the **District Collector and Hearing Officer/Prosecutor** to ensure the speedy conclusion of all cases in order to save on costs.
 - b. Similar urgently necessary activities, which if not undertaken, will have a direct negative impact on revenue collections

UNC-135-1992

[Handwritten signature]

122
MO-25-04

3. All official local travels shall be subject to evaluation and approval of the **Deputy Commissioner, IAG** upon recommendation of the concerned official. The **Chief, HRMD** is directed to prepare a monthly report of official local travels stating the names of personnel who traveled, the reasons for such travel and the cost incurred by the government. This report for signature of the Commissioner shall be submitted to the Secretary of Finance.
4. In compliance with Section 1(b) of AO 103, the **Chief, Budget Division** is directed to reduce the budget allocation covering costs of consumption of fuel, water, office supplies, electricity and other utilities by at least 5% effective September and another 5% for the month of October. The same level shall then be maintained or may be lowered in the following months.

In order to support this reduction in costs, the following actions/measures shall be immediately implemented:

Action/Measure	Responsible Official/s
a. Immediately disconnect all illegal electricity and water connections. This would mean all connections, the direct beneficiaries of which are not Bureau offices/divisions.	Chief, General Services Division for Ocom and Chief, Administrative Division/Unit for all ports/subports. Report of compliance to the Commissioner of Customs to be submitted not later than September 30, 2004
b. Lights, air-conditioning units, computer units and other official electrical equipment shall be switch on not earlier than 8:00 AM and shall be switch off during lunch break and not later than 5:00 PM except for air-conditioning units which shall be switch off at exactly 4:00 PM	All Division Chiefs/Heads of Offices. The Chief, GSD for Ocom and Chief, Administrative Division/Unit in all ports/subports shall be responsible for inspection, monitoring and reporting of non-complying offices to the Commissioner of Customs.
c. Charging of personal cell phones and use of other non-official electrical equipment/appliance shall be strictly prohibited.	All Division Chiefs/Heads of Offices. The Chief, GSD for Ocom and Chief, Administrative Division/Unit in all ports/subports shall be responsible for inspection, monitoring and reporting of non-complying offices to the Commissioner of Customs.

110-25-04

1-3

e. Use of street lights/lobby lights at night shall be limited to what is necessary for safety and security reasons.	ESS District Commander of each port
f. Car washing inside Bureau compound shall be strictly prohibited.	ESS District Commander of each port
g. Conduct saturation drive in all BOC premises for the purpose of removing illegal structures and unauthorized persons, especially staying within the compound even after office hours and during weekends.	ESS District Commander of each port. Report of compliance to the Commissioner of Customs to be submitted not later than September 30, 2004.
h. Motor pool vehicles shall be for official dispatch only.	Chief, General Services Division
i. Reimbursement of fuel consumption and cost of repairs/spare parts, including registration expenses of vehicles issued to Bureau officials under a Memorandum Receipt shall not be allowed.	Director, Administration Office and Director, Financial Management Office
j. Supplies, materials and equipment shall be used with prudence, always bearing in mind the necessity for economy, without, however, sacrificing efficiency and proper protocol. E.g. back-to-back use of papers, reproduction by mimeo rather than computer printing	All Bureau personnel

5. In order to monitor whether the actions/measures directed in No. 4 above are religiously implemented, the **Director, Financial Management Office** shall submit a monthly Comparative Report to the Commissioner of Customs thru the Deputy Commissioner, Internal Administration Group on the actual disbursements covering the above resources.
6. In compliance with Section 1(d) of AO 103, funding for payment of overtime pay shall not be issued by the **Director, Financial and Management Office**. However, when the rendition of overtime service is very necessary and urgent, e.g. MISTG personnel in view of the nature of work that certain activities need to be done before and after regular work hours, compensation through time/days off

1-4
emo-25-04

work shall be adopted in lieu of overtime pay. It shall be the responsibility of the Division/Service Chief concerned to ensure that the 40-hour work-week pursuant to Civil Service rules is strictly adhered to.

7. In compliance with Section 2 of AO 103, the **Deputy Commissioner for Internal Administration Group** is hereby directed to strictly adhere with the provisions of Republic Act 7430 in the filling-up of vacant positions.

RESPONSIBILITY, ACCOUNTABILITY AND EFFECTIVITY

1. As stated in Administrative Order No. 103 and as announced by the President, the continued adoption and implementation of austerity measures are now urgently needed and necessary for the country to meet its fiscal targets. Hence, all Deputy Commissioners, Service Directors, District/Port Collectors, Division Chiefs and all Bureau officials and personnel are mandated to fully support the strict compliance of Administrative Order No. 103, RA 7430 and Memorandum Order No. 20 including the DIRECTIVES in this Customs Memorandum Order.
2. All concerned officials who shall implement and who shall submit reports as herein required and identified shall be held responsible and accountable. Any violation thereof shall be dealt with accordingly.
3. This Order shall take effect immediately and shall last until Administrative Order No. 103 is lifted by the Office of the President.


GEORGE M. JEREOS
Deputy Commissioner and
Officer-in-charge