



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
MANILA

CUSTOMS MEMORANDUM-ORDER  
NO. 41-92

**SUBJECT: Creation of Assistant Service Chief for Operations and Assistant Service Chief for Administration of the ESS.**

To facilitate and make more effective the exercise of policy authority in the enforcement of Tariff and Customs laws, rules and regulations and to assist the Service Chief, ESS the following positions are hereby created and their corresponding duties and functions prescribed pursuant to Section 23 of the Revised Administrative Code of the Philippines in relation to Section 608 of the TCCP as amended and in line with the provisions of Executive Order No. 127 (Integrated Reorganization Plan):

**I. Assistant Service Chief for Administration, ESS**

- a) Assists the Chief in his administrative supervisory functions;
- b) Prepares consolidated activity/accomplishment reports for signature of the Chief, ESS;
- c) Reviews and make recommendations on all documents pertaining to administration and personnel, as well as payrolls and vouchers for the Chief's signature;
- d) Acts on all applications for leave of absence;
- e) Assists the Chief in the formulation of plans and programs for personnel career development;
- f) Reviews and acts on all requisitions for supplies and equipment including repairs;
- g) Prepares and/or authenticate all orders and instructions from the Chief and supervises their distribution;
- h) Supervises the proper storage and issuance of all armaments under the custody of the ESS; and,
- i) Perform such other functions as may be directed by the Chief or higher authorities from time to time.

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II. Assistant Service Chief for Operations, ESS.

- a) Assists the Chief in his operational supervisory functions;
- b) Assists in the formulation of plans and policies for the effective exercise of police authority in the enforcement of the TCCP and security of installations, cargoes and personnel;
- c) Assists in the direction, supervision, monitoring and coordination of the intelligence and operations and legal and investigation functions of the ESS staffs concerned;
- d) Represents the Chief, in his absence, in meetings, conferences and briefings where operations are the subject; and
- e) Performs such other functions as the Chief, ESS or higher authorities may direct from time to time.

III. In order that the above-enumerated functions may be exercised effectively to attain the desired end, the following staff units hereby placed under the direction and supervision of:

a) The Assistant Service Chief for Administration

- 1. Personnel and Training Staff
- 2. Administrative Staff
- 3. Logistics, Firearms & Explosives Staff

b) The Assistant Service Chief for Operations

- 1. Intelligence and Operations Staff
- 2. Legal and Investigation Staff

IV. This Customs Memorandum Order supersedes Customs Memorandum Order No. 29-92 dated March 09, 1992.

V. This Order shall take effect immediately.

*Tomas V. Apacible*  
 TOMAS V. APACIBLE  
 Commissioner