



Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
1099 Manila

**MASTER COPY**

*Handwritten signature*

3 September 2019

**CUSTOMS MEMORANDUM CIRCULAR**

No. 199-2019

**To: All Deputy Commissioners  
All District Collectors and Division Chiefs  
All District / Port Collectors  
And Others Concerned**

**SUBJECT: New Signatory on all required documents from the Records Section of the  
Bureau of Animal Industry**

Attached is a letter dated August 16, 2019 of Ronnie D. Domingo, Director, Bureau of Animal Industry, Department of Agriculture, informing this Bureau that **Ms. Jocelyn C. Galasinao** is the new signatory on all documents from the records section of the Bureau of Animal Industry with further information that **Ms. Nilda E. Hernandez** will be her alternate should Ms. Galasinao be on official travel or leave of absence.

For your information and guidance.

Please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

**REY LEONARDO B. GUERRERO**

Commissioner



BOC-09-05971

SEP 11 2019

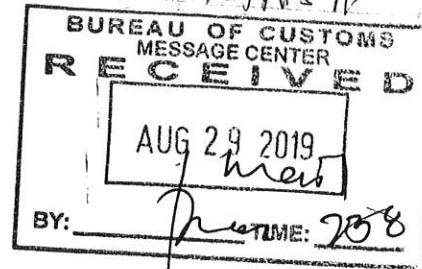


CMC No. 199-2019 P. 2

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Republic of the Philippines  
Department of Agriculture  
BUREAU OF ANIMAL INDUSTRY  
Visayas Avenue, Diliman, Quezon City

30 AUG 2019 10:57  
DENNIS T.



August 16, 2019

**HON. REY LEONARDO B. GUERRERO**

Commissioner

Bureau of Customs

G/F OCOM Building, 16<sup>th</sup> Street, South Harbor, Port Area  
Manila



BOC-09-05971

Dear Commissioner Guerrero:

This is to endorse to your Office that **Ms. Jocelyn C. Galasinao**, Head of Records Unit, is the new signatory on all the required documents from the Records Section of this Bureau. Further, **Ms. Nilda E. Hernandez** will be her alternate whenever Ms. Galasinao is on official travel or on leave of absence.

Attached for your reference and verification purposes are the following documents:

- Photocopy of appointment paper of Ms. Galasinao
- Special Order
- Specimen signatures

Thank you.

Respectfully yours,

**RONNIE D. DOMINGO, DVM, MSc**  
Officer-In-Charge, Director

MASTER COPY

(Stamp of Date of Receipt)



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF ANIMAL INDUSTRY**  
Visayas Avenue, Diliman, Quezon City

Mr./Mrs./Ms.: JOCELYN C. GALASINAO

You are hereby appointed as Administrative Officer III (SG/JG/PG - 14)  
(Position Title)

under Permanent status at the Bureau of Animal Industry  
(Permanent, Temporary, etc.) (Office / Department / Unit)

with a compensation rate of Twenty Seven Thousand Seven Hundred Fifty Five  
(Php 27,755.00) pesos per month.

The nature of this appointment is Promotion vice  
(Original, Promotion, etc.)

Noel Tamunday who Promoted with Plantilla Item, No.  
(Transferred, Retired, etc.)

OSEC-DAB-ADOF3-110-2004 Page 2 (121.0000 Bureau of Animal Industry (BAI)-  
Office of the Director)

This appointment shall take effect on the date of signing by the appointing officer / authority.

Very truly yours,

**RONNIE D. DOMINGO, DVM, MSc.**  
Officer-in-Charge, Director  
Bureau of Animal Industry  
(Appointing Officer / Authority)

JUL 16 2019

Date of Signing

Accredited / Deregulated Pursuant to  
CSC Resolution No. \_\_\_\_\_, s. \_\_\_\_\_  
dated \_\_\_\_\_

**CERTIFIED TRUE COPY**  
BEA/ADMIN. SERVICES DIV.  
Chief Personnel Section

(Stamp of Date of Release)





Republic of the Philippines  
Department of Agriculture  
BUREAU OF ANIMAL INDUSTRY  
Visayas Avenue, Diliman, Quezon City

July 11, 2019

**SPECIAL ORDER**

No. 101  
Series of 2019

**Subject : ASSIGNMENT OF PERSONNEL**

In the interest of the service, **MS. JOCELYN C. GALASINAO**, newly promoted Administrative Officer III, is hereby directed to report immediately at the Records Unit.

As such, Ms. Galasinao shall relinquish her duties and responsibilities and clear herself from money and property accountabilities at the Human Resource Section.

This **ORDER** shall take effect on **July 16, 2019** and shall remain in force until revoked in writing. All other Orders/Memoranda inconsistent herewith are hereby superseded.

**RONNIE D. DOMINGO, DVM, MSc**  
Officer-In-Charge, Director

Copy Furnished:

**MR. BENJAMIN D. BAJO, JR., MPA**  
Head, Human Resource Section

CERTIFIED TRUE COPY

**WILDA E. HERNANDEZ**  
OFFICER IN CHARGE  
RECORDS UNIT



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF ANIMAL INDUSTRY**  
Visayas Avenue, Diliman, Quezon City

**JOCELYN C. GALASINAO**  
Administrative Officer III  
Head, Records Unit

**JOCELYN C. GALASINAO**  
Administrative Officer III  
Head, Records Unit

**JOCELYN C. GALASINAO**  
Administrative Officer III  
Head, Records Unit