



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

15 February 2021

CUSTOMS MEMORANDUM ORDER

No. 13-2021

SUBJECT: AMENDMENT TO CMO NO. 14-2014 WITH THE SUBJECT: AUTHORITY TO RENDER OVERTIME SERVICES WITH PAY FOR THE RANK AND FILE OF THE BUREAU OF CUSTOMS (BOC)

In order to ensure the Bureau's delivery of public service specifically in those offices rendering 24-hour service, and to ensure the submission of the Authority to Render Overtime Services (ATROS) of personnel reporting under these offices, Sub Par. 4.2 of Customs Memorandum Order No. 14-2014 is hereby amended to read as follows:

"4.2 A daily authority for personnel to render overtime service shall be issued by the officials concerned, indicating the specific work to be done in a given day, using the template attached as Form A; provided, however, that for Personnel reporting under International Airports rendering 24-hour service, the ATROS shall be submitted on a quarterly basis (attached as Form C), signed by the District Collector unless delegated to the Heads of Office."

Other provisions of CMO No. 14-2014 which are not affected by this Amendment shall remain in full force and effect.

For guidance and compliance.

REY LEONARDO B. GUERRERO
Commissioner

MAR 16 2021



BOC-03-09039

DAILY AUTHORITY TO RENDER OVERTIME SERVICES

This is to authorize:

Name of Employee Position/Designation Office/Port/Division

To render overtime work/services on: _____

Specific work to be done/expected output:

Recommending Approval

Approved:

Division Chief/Deputy Collector for
Administration

Deputy Commissioner/Service Director/
District Collector

Note: This should be accomplished in two (2) copies prior to rendering overtime work. Please submit the duplicate copy a day after the rendition of overtime to the HRMD in the case of OCOM, and to the Deputy Collector for Administration, in case of the Collection Districts

DAILY AUTHORITY TO RENDER OVERTIME SERVICES

This is to authorize:

Name of Employee Position/Designation Office/Port/Division

To render overtime work/services on: _____

Specific work to be done/expected output:

Recommending Approval

Approved:

Division Chief/Deputy Collector for
Administration

Deputy Commissioner/Service Director/
District Collector

Note: This should be accomplished in two (2) copies prior to rendering overtime work. Please submit the duplicate copy a day after the rendition of overtime to the HRMD in the case of OCOM, and to the Deputy Collector for Administration, in case of the Collection Districts

From: Office of the National Administrative Register Printing Section UP Diliman College of Law
<onar_law.upd@up.edu.ph>

Sent: Friday, March 19, 2021 9:06 PM

This is to acknowledge receipt of Customs Memorandum Order No. 13-2021 (not CMO 11-2021 as stated in your email) - Amendment to CMO No. 14-2014 with the subject: Authority to Render Overtime Services with Pay for the Rank and File of the Bureau of Customs (BOC) on March 19, 2021.

Please submit three certified copies of this issuance, Our office is open from Mondays to Thursdays from 8:00 AM to 3:00 PM and please do attach this acknowledgement upon submission.

Thank you.