

**BUREAU OF CUSTOMS**
MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

MEMORANDUM

BOC-03-12088

**TO : ALL GROUPS AND OFFICES
ALL OTHERS CONCERNED**

FROM : DONATO B. SAN JUAN
Deputy Commissioner, IAG
Chief of Staff, Office of the Commissioner

**SUBJECT : Approval of Letter Reply to External Stakeholders and other
Government Agencies**

DATE : October 6, 2021

In order to ensure efficient coordination and prompt actions on letters directly addressed to any employees or officers of the Bureau or that are received by the concerned Office directly from external stakeholders and other government agencies, all are hereby directed to submit their draft reply to the Commissioner for his information and final approval before sending or transmitting them out.

For your immediate and strict compliance.