



**MEMORANDUM**

**TO :** ALL DEPUTY COMMISSIONERS  
ALL DISTRICT COLLECTORS  
ALL OTHERS CONCERNED

**FROM :** *Handwritten signature*  
**DONATO B. SAN JUAN**  
Deputy Commissioner, IAG and  
Acting Chief-of-Staff, OCOM

**SUBJECT :** **Supplemental Guidelines on Completed Staff Work (CSW) under Memorandum No. 2018.11-002**

**DATE :** 21 January 2020

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Memorandum No. 2018.11-002 was issued directing the use of the new template/format in preparing the CSW or the Disposition Form submitted to the Office of the Commissioner (OCOM). Aimed to better facilitate all concerns forwarded to the said Office, all are hereby directed to follow the herein supplemental guidelines:

1. Use single space, Arial font style and size 12;
2. The space allotted for the signature of the Chief-of-Staff (COS) and the concurring line of the recommender should be on the same page where the recommendation is reflected.

For strict and immediate compliance.

2018.11.002

AG Memo No. IAG Memo No.  
05 - 2020  
p.2



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

*Copy*  
MASTER COPY

*Out*  
MASTER COPY


**MEMORANDUM**

**TO :** ALL DEPUTY COMMISSIONERS  
ALL DISTRICT COLLECTORS  
ALL OTHERS CONCERNED

**FROM :**  **REY LEONARDO B. GUERRERO**  
Commissioner

**SUBJECT :** New Template/Format for Completed Staff Work (CSW)

**DATE :** 07 November 2018

 Bureau of Customs  
REY LEONARDO B. GUERRERO  
Commissioner  
18-00176

*jr* NOV 08 2018

1. In line with the Customs Memorandum Order No. 22 - 2017 with subject "Institutionalization of Completed Staff Work (CSW) in the Bureau of Customs" and with reference to the Commissioner's directive during the November 05, 2018 Executive Meeting, all concerned are hereby instructed to use the new template/format in preparing the CSW submitted to the Office of the Commissioner.
2. All other guidelines remain the same.
3. Attached is a copy of the new template/format.
4. For widest dissemination and compliance.

*[Signature]*  
MASTER COPY

*[Signature]*  
MASTER COPY

The Commissioner

Originating Office

Initials of the Drafter & Direct Line (Contact #)

DISPOSITION FORM

For		DATE		Control No.										
From														
SUBJECT:														
KLV/5264123														
<table border="0"> <tr> <td>_____</td> <td>AO</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>FMO</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>LS</td> <td>_____</td> </tr> </table>						_____	AO	_____	_____	FMO	_____	_____	LS	_____
_____	AO	_____												
_____	FMO	_____												
_____	LS	_____												
1. References: (Should be attached) <ol style="list-style-type: none"> <li></li> <li></li> <li></li> </ol>														
Discussion														
2. _____ 3. _____														

Basis-should be attached

Complete and Concise

Concurring Office Signature and Date



*[Signature]*  
MASTER COPY  
*[Signature]*  
MASTER COPY

If the activity is coordinated with other Divisions

Head of Division recommends the activity

Note: All activities that requires budget must be indicated in the recommendation (exact amount of budget)  
Be Specific: For Info or For Approval

COORDINATION (Discuss coordination made regarding the proposed action/activity.)

5. Per coordination with the Finance Divisions, funds are available for the requested activity.

6.

RECOMMENDATION:

7. In view of all the foregoing **Director, FS** respectfully recommends the approval of fund support amounting to one thousand pesos (Php 1,000.00).

\_\_\_\_\_  
CHIEF OF STAFF

Attachments:

- A. Special Order
- B. Letter to ICCRIMC TWG

**OAO CG**

CONCUR/NOT CONCUR
Dep Com Signature
Date

Ex. Letters to be signed  
Article of a policy

Note: All Attachments must have tabbing (letters only)

