

2019-02-009

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

**MEMORANDUM**

**TO :** DEPUTY COMMISSIONER, MISTG  
DEPUTY COMMISSIONER, IG  
ALL PERSONNEL OF THE BUREAU OF CUSTOMS

**FROM :** REY LEONARDO B. GUERRERO  
Commissioner FEB 07 2019

**SUBJECT :** REITERATING CMO 3-2016 MANDATING THE USE OF  
THE BUREAU'S OFFICIAL EMAIL ADDRESS IN ALL  
CORRESPONDENCES, AND AN ORDER BANNING  
ACCESS TO ALL NON-OFFICIAL EMAILS

**DATE :** JANUARY 31, 2019



All personnel of the Bureau of Customs are directed to comply with CMO 3-2016 requiring the use of the official electronic mail (email) service of the Bureau of Customs when communicating via email in the discharge of his or her duties.

The official electronic mail exchange of the Bureau uses the domain "customs.gov.ph" and is maintained by the Bureau's Management of Information Systems Technology Group (MISTG). The use of other email services such as Google, Yahoo, Rocketmail, etc., or the use of personal / non-office email accounts, whether accessed through an office computer or personal device, is strictly prohibited while inside office premises.

The use of personal email accounts in communicating with any person concerning official matters will not be regarded as official communication.

Non-compliance with this directive and with CMO 3-2016 shall be subject to the appropriate administrative sanctions. MISTG is hereby directed to monitor compliance of this order and to report to the Intelligence Group, copy furnish the Office of the Commissioner, any violation of this order.