



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
Manila 1099

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MASTER COPY

FOR : **ALL RETIREES FOR CY 2019**
ALL CONCERNED ADMINISTRATIVE OFFICERS
ALL PORTS/OFFICES

FROM : **DONATO B. SAN JUAN**
Acting Deputy Commissioner
Internal Administration Group

SUBJECT : **SUBMISSION OF DOCUMENTS FOR RETIREMENT**
BENEFITS

DATE : **04 February 2019**

1. References:
 - 1.1 Customs Memorandum Circular (CMC) No.22-2019 (List of Employees due for Compulsory and Optional retirement for Calendar Year 2019)
 - 1.2 Customs Memorandum Order (CMO) No. 3-2013 dated July 16, 2013, implementing RA 10154, otherwise known as an Act Requiring All Concerned Government Agencies to Ensure the Early Release of Retirement Pay, Pensions, Gratuities and other Benefits of Retiring Government Employees.
 - 1.3 Civil Service Commission (CSC) Resolution No. 1300237 promulgated on January 30, 2013 as amended by CSC Resolution No. 1302242 dated October 1, 2013
 - 1.4 Department of Budget and Management (DBM) Circular No. 2013-1 dated April 12, 2013
2. Employees who are due for compulsory and optional retirement must submit the Letter of Intent to Retire together with the complete documents to the Administrative Division of the Port/Office concerned at least 100 days prior to the effectivity date of retirement in order to avail the early and expeditious release of retirement benefits.
3. Failure to submit the complete requirements within the prescribed period shall automatically adjust the schedule of release of the said benefits.
4. For guidance.



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MEMORANDUM

TO : **ALL CUSTOMS EMPLOYEES**

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

SUBJECT : **Personal Mail Matters**

DATE : 30 January 2019



1. It has been observed that some employees make use of the Bureau as their postal address.
2. In order to facilitate the distribution of unclaimed personal letters, the concerned employees are required to check their mails with the Central Records Management Division (CRMD) from time to time.
3. Communications not retrieved by recipients within thirty (30) days upon receipt by the CRMD shall be considered as "dead letters" and shall be disposed of accordingly.