




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

Ryan
MASTER COPY

MEMORANDUM

FOR : ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS
ALL ADMINISTRATIVE OFFICERS
ALL CONTRACT OF SERVICE

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

SUBJECT : PROCESSING OF SALARY OF CONTRACT OF SERVICE FOR
JANUARY 1-31, 2019

DATE : February 15, 2019

- 1.0 This is to inform all the Contract of Service personnel that payment of salary for the month of January 2019 may now be processed.
- 2.0 Please be reminded of the following requirements regarding payment of salaries prescribed under CMO No.30-2017, to wit:
 - 2.1 Duly signed Daily Time Record (DTR) based on biometric, if applicable;
 - 2.2 Monthly report of absences and under times;
 - 2.3 Accomplishment report;
 - 2.4 Certificate of Assumption; and
 - 2.5 Certification that the service/function rendered by the COS Personnel cannot be performed by an organic/permanent personnel.
- 3.0 Attached for your reference is the certified true copy of the Memorandum dated December 18, 2019 with the subject Extension of Contract of Service and the COS personnel under your Groups/Ports who have conformed to the extension of their contracts for January 1-31, 2019.
- 4.0 For your guidance.