

2016-01-001



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

MEMORANDUM

TO : ALL CONCERNED CUSTOMS OFFICIALS AND EMPLOYEES

SUBJECT : Schedule of hosting of offices under the Office of the Commissioner (OCOM) during the Flag Raising Ceremony every Monday for CY 2016

DATE : December 28, 2015

1.0 In line with the re-programming of the 2016 Monday Flag Raising Ceremony, the following offices under the Office of the Commissioner (OCOM) are scheduled to host the Flag Raising Ceremony every 1st, 3rd and 5th Mondays of the month as shown in the scheduled date below:

DATE	HOST OFFICE	DATE	HOST OFFICE
Jan 4	Office of the Commissioner	July 4	Tax Exempt Division
Jan 18	Human Resource Mgt Div	July 18	Revenue Accounting Div
Feb 1	Public Information & Asst Div	Aug 1	Statistical Analysis Div
Feb 15	Central Records Mgt Div	Aug 15	Collection Perf & Eval Div
Feb 29	MDD & ITDD	Aug 29	National Heroes Day
Mar 7	PPRD & Budget Div	Sept 5	LAAD & Bonds Audit Div
Mar 21	Accounting Division	Sept 19	Intelligence & Investigation Divs
Apr 4	Valuation & Class. Div	Oct 3	IPR Division
Apr 18	ACMD & WCD	Oct 17	Risk Management Office
May 2	ACDMD	Oct 31	Accreditation Mgt Office
May 16	Export Coordination Div	Nov 7	Customs Police Division
May 30	Port Opns Coordination Div	Nov 21	X-ray Inspection Division
June 6	Ruling & Research Div	Dec 5	MISTG - PMID & SDD
June 20	PLD & Appellate Div	Dec 19	MISTG - TSD & SMD

- 2.0 All HOSTS are encouraged to follow the attached program and guidelines in hosting the Flag Raising Ceremony and encourage 100% participation and attendance of their respective personnel in all flag raising program.
- 3.0 The offices under the Port of Manila shall continue to host the Flag Raising Ceremony every 2nd and 4th Mondays of the month.
- 4.0 For compliance.

ALBERTO D. LINA
Commissioner



Encl: a/s

FLAG RAISING CEREMONY PROGRAM TEMPLATE

- I. GENERAL PRAYER FOR GUIDANCE IN WORK
- II. PAMBANSANG AWIT
- III. PANUNUMPA SA WATAWAT NG PILIPINAS
- IV. RECITATION OF BOC FRONTLINERS COMMITMENT TO SERVICE
- V. ANNOUNCEMENTS, NEW ISSUANCES, AND BIRTHDAY CELEBRATORS BY CHIEF, CRMD
- VI. INTRODUCTION OF GUEST SPEAKER
- VII. MESSAGE OF GUEST SPEAKER
- VIII. GIVING OF CERTIFICATE OF APPRECIATION TO SPEAKER (If applicable)
- IX. MESSAGE OF THE COMMISSIONER (Optional)
- X. MABUNYING ADUANA




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

MEMORANDUM

For : The Honorable Commissioner ALBERTO D. LINA
From : DIR. JESUSA DIMPNA O. LEJOS
OIC, Internal Administration Group
Subject : Proposed Changes in the Hosting of Flag Raising Ceremony
Date : December 28, 2015

- 1.0 The Bureau of Customs conducts regular Monday flag raising ceremony in compliance with Civil Service rules and regulations. The Collection District of the Port of Manila (POM) and the Office of the Commissioner (OCOM) conduct joint flag ceremony which is usually held at the Port of Manila grounds.
- 2.0 The hosting of the program is shared between the POM and OCOM where the major parts of the program are assigned to POM divisions and the emceeding and announcements are assigned to the Central Records & Management Division (CRMD) and the Interim Training and Development Division (ITDD).
- 3.0 To provide variety in the hosting of the Flag Raising activity, it is proposed that the whole program be assigned to the Host Division/Office/Group from POM and OCOM whereby the 1st, 3rd and 5th Mondays shall be hosted by offices under OCOM and the 2nd and 4th Mondays shall be hosted by the offices under the Port of Manila.
- 4.0 Enclosed is the proposed memorandum identifying the assigned offices under the Office of the Commissioner (OCOM) assigned as host together with program template for the commissioner's perusal and signature if in accord.


DIR. DIMPNA O. LEJOS
Officer-In-Charge
Internal Administration Group

Encl: a/s