

2016-02-036



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

February 22, 2016

MEMORANDUM to –

**All Officers-in-Charge, CIIS
All District Commanders, ESS
All Site Managers, MISTG
All Field Officers, XIP
Provincial Ports**

In order to expedite the processing of your monthly salaries thru the ATM Payroll System per CMO 36-2009, you are hereby required to submit to the Human Resources Management Division (HRMD) your Daily Time Record (DTR) not later than the 5th working day of the following month.

As to the signatories of your DTRs and Leave Applications, please refer to the provisions of CMO 20-2014.

The **"NO DTR, NO SALARY POLICY"** shall be strictly observed.

Be guided accordingly.


EXEQUIEL C. CEMPRON
OIC-Deputy Commissioner
Internal Administration Group
23 FEB 2016
BUREAU OF CUSTOMS
EXEQUIEL C. CEMPRON
OIC - Deputy Commissioner
Internal Administration Group
2016-000041

cc: Deputy Commissioner, EG
Deputy Commissioner, IG
Deputy Commissioner, MISTG
Head, XIP