



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

Isidro S. Lapena
MASTER COPY

MEMORANDUM

TO : All Deputy Commissioners
All Director and Chiefs of Offices
All Others Concerned

Isidro S. Lapena
FROM : ISIDRO S LAPENA, PhD, CSEE
Commissioner
9
OCT 12 2017

SUBJECT : SIGNATORIES FOR COMMUNICATION

DATE : October 12, 2017

It has been noted that several personnel are directly coordinating with counterparts in government, non-government and private corporations in representation of the Bureau of Customs.

To establish unity of command, keep the heads of offices informed and ensure proper accountability for communication, be guided on the following guidelines on signatories for communication:

- a. All communication outside the Bureau of Customs is to be signed by the Commissioner;
- b. All communication between and among different groups shall be signed by the Deputy Commissioner concerned (*for example, Memo from Import and Assessment Service to Legal Service, should be signed by Deputy Commissioner, AOCG to Deputy Commissioner, RCMG*); and
- c. All completed staff work intended for the Commissioner's decision or information shall be signed by the Director or division chief (coursed through Director) and concurred by the Deputy Commissioner concerned (*for example, Memo from General Services Division should be signed by division chief thru Director, Administration Office and Deputy Commissioner, IAG*)

For strict and immediate compliance.