



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

MEMORANDUM

FOR : ALL BOC OFFICIALS AND PERMANENT EMPLOYEES
ATTENTION : ALL ADMINISTRATIVE OFFICERS
FROM : *syma*
GLADYS F. ROSALES, MPA, CESE
Chief-of-Staff, Office of the Commissioner and
Deputy Commissioner, IAG
SUBJECT : SUBMISSION OF 2X2 COLORED PHOTO FOR THE
NEW BOC IDENTIFICATION CARD (BOC I.D.)
DATE : 08 June 2018

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- 1.0 In compliance with the Commissioner's directive to the Human Resource Management Division (HRMD) to issue uniform Identification Cards that is compliant with Republic Act 9485 (R.A. 9485), all officials and permanent employees of the Bureau are directed to submit to the HRMD **2 pcs 2x2 ID photo taken at least for the past three (3) months** with name at the back of the I.D. photo in:
 - 1.1 (Female) Monday Uniform with Coat/Blazer /
Type A Uniform for PID, ESS, AIRPORT FRONTLINERS.
 - 1.2 (Male) Tuesday Uniform /
Type A Uniform for PID, ESS, AIRPORT FRONTLINERS.
 - 2.0 Please submit the attached completed BOC Information Sheet on or before June 18, 2018
 - 3.0 For strict compliance.

Attachment: as stated.

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I.D. INFORMATION

Kindly print legibly and use black ink. Please attach recent 2x2 colored photos in white background taken at least for the past three (3) months.

Employee ID Number : _____ Office / Group / Port: _____

Name : _____ Last Name _____ First Name _____ Middle Name _____

Position : _____ Division / Unit : _____

Birthday (MM / DD / YYYY) : _____ / _____ / _____ TIN No.: _____

Blood Type : _____

Person to be notified in case of emergency:

Name : _____

Address : _____

Contact Nos.: _____

SIGNATURE