



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

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TO: ALL DEPUTY COMMISSIONERS
ALL DIRECTORS
ALL DISTRICT COLLECTORS
ALL BOC PERSONNEL

FROM: *GFR*
GLADYS F ROSALES, MPA, CESE
Deputy Commissioner, Internal Administration Group

SUBJECT: PROPER SIGNATURE LINE OF COMMISSIONER GUERRERO
AND COMPLETED STAFF WORK FORMAT

DATE: October 29, 2018

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1. Reference: Verbal Coordination with the staff of Commissioner Guerrero.
 2. Please be guided that the preferred signature line of Commissioner Guerrero is as follows:

REY LEONARDO B. GUERRERO
Commissioner, BOC
 3. Further, the course thru line of Deputy Commissioner GLADYS F ROSALES who is the concurrent Chief of Staff shall be deleted from the CSW format.
 4. Also be advised that all documents submitted to the Office of the Commissioner starting **October 29, 2018** shall already be addressed to Commissioner Guerrero.
 5. For information and widest dissemination.