MEMORANDUM

TO

ALL DEPUTY COMMISSIONERS

ALL DISTRICT COLLECTORS **ALL OTHERS CONCERNED**

> Bureau of Customs 18-00176

FROM

REY LEONARDO B. GUERRERO

NOV 08 2018 Commissioner

SUBJECT

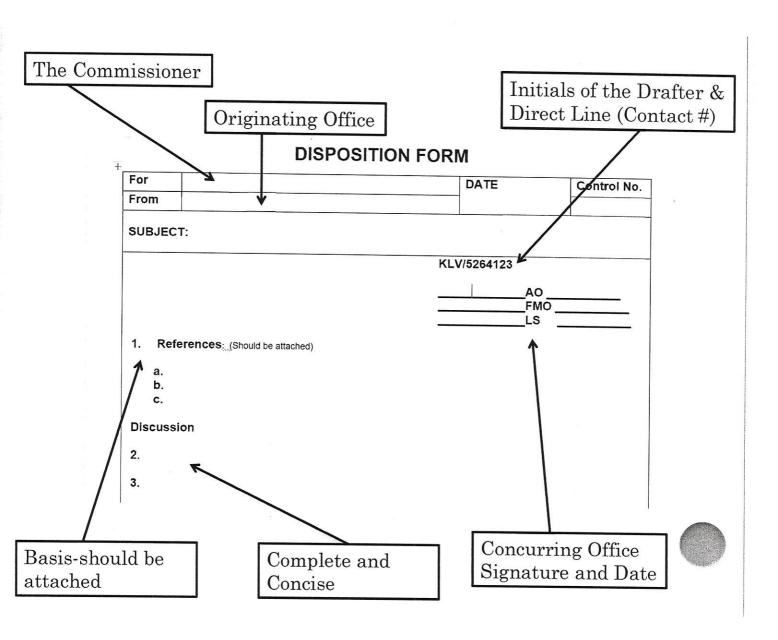
New Template/Format for Completed Staff Work (CSW)

DATE

07 November 2018

- In line with the Customs Memorandum Order No. 22 2017 with subject 1. "Institutionalization of Completed Staff Work (CSW) in the Bureau of Customs" and with reference to the Commissioner's directive during the November 05, 2018 Executive Meeting, all concerned are hereby instructed to use the new template/format in preparing the CSW submitted to the Office of the Commissioner.
- 2. All other guidelines remain the same.
- 3. Attached is a copy of the new template/format.
- 4. For widest dissemination and compliance.







If the activity is coordinated with other Divisions

Head of Division recommends the activity

Note: All activities that requires budget must be indicated in

the recommendation (exact amount of budget)

Be Specific: For Info or For Approval

COORDINATION (Discuss coordination made regarding the proposed action/activity.)

5. Per coordination with the Finance Divisions, funds are available for the requested activity.

6.

RECOMMENDATION:

7. In view of all the foregoing **Director**, **FS** respectfully recommends the approval of fund support amounting to one thousand pesos (Php 1,000.00).

CHIEF OF STAFF

Attachments:

- A. Special Order
- B. Letter to ICCRIMC TWG

OAOCG

CONCUR/NOT CONCUR

Dep Com Signature

Date

Ex. Letters to be signed

Article of a policy

Note: All Attachments must have tabbing (letters only)