



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MEMORANDUM

TO : ALL BOC OFFICIALS AND EMPLOYEES
ALL OTHERS CONCERNED

SUBJECT : Procedures on the flow of communications from the
different offices of this Bureau

DATE : 19 April 2017

For a more orderly flow of communications to the Office of the Commissioner, the following procedures must be observed:

- A. All offices under the different Groups:
1. Division Chiefs shall submit all communications to their respective Service Directors.
 2. The concerned Service Directors shall forward the said communications with their corresponding comments/recommendations to their respective Deputy Commissioners.
 3. The Deputy Commissioner shall then forward the same to the Office of the Commissioner with their corresponding comments/recommendations.
- B. All communications from offices under the Office of the District Collector must bear the indorsement of the respective District Collectors.

For strict and immediate compliance.


NICANOR E. FAELDON
Commissioner



APR 21 2017