



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

January 5, 2017

MEMORANDUM

TO: ALL PERSONNEL OF THE BUREAU

- 1.0 It has been observed that some employees make use of the Bureau as their postal address.
- 2.0 In order to facilitate the distribution of unclaimed personal letters, the concerned employees are required to check their mails with the Central Records management Division (CRMD) from time to time.
- 3.0 Communications not retrieved by recipients within thirty (30) days upon receipt by the CRMD shall be considered as "dead letters" and shall be disposed of accordingly.

A handwritten signature in black ink, appearing to read "Alfredo A. Palma".

ALFREDO A. PALMA
OIC-Deputy Commissioner
Internal Administration Group