

2017-07-030

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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

**MEMORANDUM**

**TO :** ALL DEPUTY COMMISSIONERS  
ALL DISTRICT COLLECTORS  
ALL SERVICE DIRECTORS  
ALL OTHERS CONCERNED

**SUBJECT :** Reiteration on the Ten (10) Working Days Lead Time Requirement in Submitting Requests for Travel Authority

**DATE :** 24 July 2017

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In view of the attached Memorandum dated 18 July 2017 of Gil S. Beltran, Undersecretary, Department of Finance, relative to the above-mentioned subject, all BOC officials/personnel are hereby ordered to strictly observe the requirements needed by the Department of Finance in processing requests for Travel Authority stated therein, as well as the travel guidelines provided for in DOF Department Order (D.O.) No. 101-2014 dated 10 December 2014, particularly Section 5, which states:

**“All applicants are strongly enjoined to observe (at least) 10 working days prior to departure-deadline for submission of travel applications (with supporting documents). A travel application filed less than 10 working days prior to departure will be strongly considered for disapproval.”**

For information and strict compliance.

  
**NICANOR E. FAELDON**  
Commissioner



JUL 28 2017