



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

September 29, 2014

CUSTOMS MEMORANDUM ORDER

20-2014

TO : ALL Deputy Commissioners
Service Directors, District Collectors, Division Chiefs
ALL Others Concerned

SUBJECT : Daily Time Record, Application for Leave of Absence, and Performance Evaluation Report of Personnel under the Customs Intelligence and Investigation Service-Intelligence Group, Enforcement Security Service, MISTG, and X-RAY Inspection Project (XIP)

1.0 In the exigency of the service and considering reassignments in the Bureau of Customs (BOC), employees assigned in the Collection Districts under the Intelligence Group, Enforcement Group, MISTG, and XIP, shall be guided by the following guidelines:

1.1 Record of Attendance/Daily Time Record (DTR), Application for Leave

- a) The individual DTRs of the Officers-In-Charge (OIC) of CIIS, District Commanders of ESS, Team Leader of MISTG and Field Officers of XIP shall be signed/approved by the District Collectors' concerned. Applications for Leave will require the District Collector's initial over printed name.
- b) On the other hand, the DTRs and Leave Application of all other personnel under the CIIS, ESS, MISTG and XIP assigned in the Collection Districts shall continue to be signed/approved by the OICs-CIIS Districts, District Commanders of ESS, Team Leaders of MISTG and Field Officers of XIP

1.2 Performance Evaluation Reports (PERs)

- a) Both the Deputy Commissioner and the District Collector shall evaluate the performance and sign the PERs of the OIC-CIIS Districts, District Commanders of ESS, Team Leader of MISTG and Field Officer of the XIP.

2.0 This Order shall take effect September 1, 2014 and shall last until revoked or amended accordingly.

3.0 For compliance.


JOHN P. SEVILLA
Commissioner



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