


**MEMORANDUM****MASTER COPY**

TO : All District/Port Collectors
All Deputy Collectors for Administration
All Chiefs, Administrative Divisions or Equivalent
Units/And Others Concerned

FROM : 
DONATO B. SAN JUAN
Deputy Commissioner, Internal Administration Group

SUBJECT : Enhanced Process of Dissemination of Customs
Issuances

DATE : 18 September 2020



BOC-03-05339

1. In order enhance the dissemination process of customs issuances and ensure acceptance by the Central Records Management Division (CRMD) of the acknowledgment receipts, the Administrative Officers or Representatives of the Administrative Divisions or Equivalent Units are required to submit to the CRMD (crmd@customs.gov.ph) their functional cellphone numbers. A viber group will be created for this purposes.
2. For updates of these issuances, please visit www.customs.gov.ph or the following uniform resource locators (URLs):

<https://customs.gov.ph/customs-administrative-order-cao/>
<https://customs.gov.ph/customs-memorandum-order-cmo/>
<https://customs.gov.ph/customs-memorandum-circular-cmc/>
<https://customs.gov.ph/customs-special-order-cso/>
<https://customs.gov.ph/memoranda/>
<https://customs.gov.ph/customs-training-circular/>
<https://customs.gov.ph/joint-memorandum-orders-jmo/>
3. For compliance.

I A G Memo No. 26-2020 p. 2

MASTER COPY

District Focal Person/Representative for Central Records Management Division (CRMD) Concerns

Collection District No. _____

Port: _____

Actual Office Location/Address: _____

NO.	NAME	POSITION / DESIGNATION	MOBILE NO.	OFFICE LANDLINE NO. (Updated & Functional)	OFFICIAL E-MAIL ADDRESS
1					
2					

Prepared by:

Chief, Administrative Division

LAG Memo No. 26-2020 p.3

MASTER COPY

Port Focal Person/Representative for Central Records Management Division (CRMD) Concerns

Collection District No. _____

Support: _____

Actual Office Location/Address: _____

NO.	NAME	POSITION / DESIGNATION	MOBILE NO.	OFFICE LANDLINE NO. (Updated & Functional)	OFFICIAL E-MAIL ADDRESS
1					
2					

Prepared by:

Chief, Administrative Division