

2017-11-016

Papa
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Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
1099 Manila

MEMORANDUM

FOR : ALL DISTRICT COLLECTORS
ALL DEPUTY COMMISSIONERS

FROM : *smxalk*
GLADYS F. ROSALES, CESE
OIC – DEPUTY COMMISSIONER
INTERNAL ADMINISTRATION GROUP *A*

SUBJECT : MOVEMENT OF PROMOTEE

DATE : November 03, 2017

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1. Relevant to Memorandum dated 30 October 2017 on observance of "Status Quo" on reassignment and designation, and in connection to the recently concluded promotion of employees, heads of all Collection Districts and Groups are directed to weigh the necessity of urgent movement of promotees from their original office to their new office.
 2. Should the office see the need to have the promotees report to their new place of assignment – as prescribed by their promotion – ports/groups concerned or receiving office (office where the employee is promoted) must write a letter of request for such movement with the concurrence of the releasing office (original office of the promotee)
 3. The releasing office shall grant the movement if it will not hamper the continuous delivery of service in the office that the promotee shall vacate.
 4. Further, it is expected that the receiving office and the promotee shall extend its utmost understanding should such movement be not concurred by the releasing office due to insufficiency of manpower.
 5. However, it is also understood that the releasing office shall take action to look for personnel who shall replace the promotee's position to ensure uninterrupted service.
 6. For strict compliance.