



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

**MEMORANDUM**

**For:** Deputy Commissioners  
Directors  
District/Port Collectors  
Fleet Cards Custodian  
All Other Concerned

**From:** *[Signature]*  
**GLADYS F. ROSALES**  
Deputy Commissioner, Internal Administration Group

*[Signature]*  
**GLADYS D. FONTANILLA-ESTRADA**  
Acting Chief, General Services Division

**Subject:** Submission of Driver's Trip Tickets and Other Documents

**Date:** 29 November 2017

It has been observed that from March 2017, only few fleet cards users/custodian had diligently submitted the required Drivers Trip Tickets and other documents in order for the Bureau of Customs to pay the Service Provider as mandated in CMO-10-2017 dated January 2017 and CMO-26-2017 dated October 12, 2017.

Please be informed that non-compliance of one, means suspension of all fleet cards.

To expedite the process and for the fleet cards not to be suspended again on December 4, 2017, we had prepared the documents for your signature for submission to the Accounting Division.

For strict compliance and guidance.