

2019-DI-008




REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
MANILA 1099

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**MEMORANDUM**

**TO :** ALL EMPLOYEES AND PERSONNEL  
UNDER CONTRACT OF SERVICE  
OFFICE OF THE COMMISSIONER (OCOM)  
AND PORT OF MANILA (POM)

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

**SUBJECT :** DAILY FORMATION AND ATTENDANCE

**DATE :** January 7, 2019

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All employees are hereby directed to assemble for daily attendance at the Port of Manila Ground from 8 to 11 January at 7:30 am.

For strict compliance.