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2019-09-023



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

**MEMORANDUM**

TO : **ALL DEPUTY COMMISSIONERS  
ALL DISTRICT/PORT COLLECTORS  
ALL OFFICES/UNITS  
ALL OTHERS CONCERNED**

FROM : **REY LEONARDO B. GUERRERO**  
*Commissioner* **SEP 25 2019**

SUBJECT : **STANDARD FORMAT OF LETTERS FOR  
COMMISSIONER'S SIGNATURE**

DATE : 25 September 2019



BOC-09-04621

Consistent with Customs Memorandum Order No. 22-2017, institutionalizing the Completed Staff Work (CSW) in the Bureau of Customs, aimed to improve the Bureau's efficiency, timeliness and effectiveness in its delivery of service to its stakeholders, a standard format is herein prescribed for letters that are for the Commissioner's signature.

All letters shall be prepared in semi-block format. Attached herewith is a sample with instructions on spacing, margins, font size and style and other details.

For your reference and strict compliance.

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MASTER COPY

25 September 2019

3 spaces }

**CARLOS G. DOMINGUEZ**

Secretary

**DEPARTMENT OF FINANCE**

BSP Complex, Roxas Boulevard  
corner Pablo Ocampo St., Manila

2 spaces }

THRU : name (all caps and bold) } center  
position

3 spaces }

Dear **Sec. Dominguez:**

2 spaces }

This is to submit our accomplishment report for FY 2018, in consonance to the revenue collection mandate under the Customs Modernization and Tariff Act (CMTA).

} 3 spaces

Respectfully,

} 3 spaces

**REY LEONARDO B. GUERRERO**  
Commissioner

Semi-block format

Margins: Left – 1inch, Right – 1inch

Spacing (body): single, justified

Font size: 12

Font style: Tahoma

Complimentary close: Very respectfully – President of the Republic of the Philippines  
Respectfully – Secretary, Senators, Ambassador and the likes  
Very truly yours – all others