



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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MEMORANDUM

TO : ALL DISTRICT COLLECTORS

FROM : *GFR*
GLADYS F. ROSALES, MPA, CESE
Deputy Commissioner
Internal Administration Group

SUBJECT : **SUBMISSION OF CERTIFICATE OF ATTENDANCE OR DAILY TIME RECORDS (DTRs) OF PERSONNEL REASSIGNED TO THEIR COLLECTION DISTRICTS**

DATE : **January 24, 2018**

- 1.0 For reference to various Customs Personnel Orders issued by the Commissioner and the Secretary of Finance, all District Collectors shall submit a monthly Certificate of Attendance or Daily Time Records (DTRs) of personnel reassigned to their respective Collection Districts on or before January 30, 2018 and every 30th of the month thereafter.
- 2.0 For strict compliance.