

2018-04-008



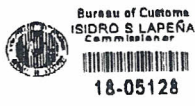
Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
1099 Manila

**MASTER COPY**  
*[Signature]*

**MEMORANDUM**

**FOR : ALL DEPUTY COMMISSIONERS  
ALL CUSTOMS OFFICIALS & EMPLOYEES**

*[Signature]*  
**FROM : ISIDRO S LAPEÑA, PhD, CSEE**  
Commissioner  
APR 03 2018  
*[Initials]*



**SUBJECT : Submission of Post-Travel Report as required under  
Secretary of Finance Memorandum dated 6 September 2013**

**DATE : 02 April 2018**

1. The Secretary of Finance Memorandum dated September 6, 2013 requires that DOF and attached agencies representation in conferences, conventions, meetings, boards, and committees in an official capacity, whether local or international in nature, shall comply with the submission of Post Meeting/Post Travel Report to the Office of the Secretary copy furnished the concerned offices.
2. Henceforth, all international post-travel/meeting/seminar/training/workshop reports for submission to the Office of the Secretary of Finance, shall be coursed thru and signed by the Commissioner of Customs, while the concerned attendee/participant shall prepare the Completed Staff Work (CSW) thereon for submission to the Commissioner of Customs.
3. For compliance.