

2018-07-027

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

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MEMORANDUM

FOR : ALL DEPUTY COMMISSIONERS
ALL DIRECTORS/DISTRICT COLLECTORS
ALL HEADS OF OFFICES/SUB-PORT COLLECTORS
ALL BOC PESONNEL

FROM : *[Handwritten signature]*
GLADYS F. ROSALES, MPA, CESE
Deputy Commissioner, IAG/ Chief of Staff, OCOM

SUBJECT : Requests for Travel Order/CPOs on Travel

DATE : July 26, 2018

1. References:

- a. Various Requests for Travel Order and/or issuance of CPOs relative to official travels.
- b. General government accounting and auditing rules

2. It has been repeatedly observed that requests for Travel Order and/or issuance of CPOs relative to official travels are being sent for my signature only after said travel has been undertaken.

3. In order to ensure proper accountability of travel funds, be reminded that Travel Orders and/or CPOs shall be requested before the date of the activity. Hence, all requests that are during or after the activity shall be disapproved.

4. Further, pending the issuance of a CMO on the matter, the following are levels of approval for Travel Orders/CPOs:

ACTIVITY	OFFICERS	APPROVING AUTHORITY
National Meetings (i.e. Command Conference)	Deputy Commissioners	Commissioner
	Directors/District Collectors/Heads of Office	
	Sub-port Collectors/ Division Chiefs	
	Others	



Local Meetings (i.e. TWG Meetings, Port Visits, Activities at Ports)	Deputy Commissioners	Commissioner
	Director/District Collectors/ Heads of Office	Deputy Commissioner, IAG
	Sub-port Collectors/ Division Chiefs	
	Others	
Trainings	Deputy Commissioners	Commissioner
	Director/District Collectors/Heads of Offices	Deputy Commissioner, IAG
	Sub-port Collectors/ Division Chiefs	
	Others	

5. For compliance and widest dissemination.