

2018-08-026



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE

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BUREAU OF CUSTOMS

MANILA 1099

MEMORANDUM

TO : ALL DEPUTY COMMISSIONER
ALL DISTRICT COLLECTORS
ALL DIVISION CHIEFS
ALL OTHER CONCERNED OFFICERS

[Signature]
FROM : ISIDRO S. LAPEÑA, PhD, CSEE
Commissioner

18-14732
AUG 23 2018

SUBJECT : REITERATION ON REPORTING OF PERSONNEL WITHOUT APPROVED CONTRACT OF SERVICE

DATE : 16 August 2018

1. This is to reiterate of Memorandum from Gladys F. Rosales Chief-of-Staff, Office of the Commissioner and Deputy Commissioner, Internal Administration Group dated 17 April 2018 which states that no person under Contract of Service shall report to work without copy of Contract for the period of July 02 – December 31, 2018, approved by the above-signed.
2. However, any official or employee who will permit the reporting of personnel without approved contracts shall be meted with penalty for Violation of Reasonable Office Rules and Regulations up to Gross Insubordination, in accordance to Customs Memorandum Order No. 25-2010 re: Bureau of Customs Function-Specific Code of Conduct, under Title IV-Offenses and their Corresponding Penalties, Section 2, to wit:

OFFENSE	PENALTY
Violation of reasonable office rules and regulations	1 st Offense - Reprimand
	2 nd Offense - Suspension for one day (1) day to thirty (30) days
	3 rd Offense - Dismissal
Gross Insubordination	1 st Offense – Suspension for six (6) months to one (1) year
	2 nd Offense – Dismissal

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3. Lastly, be informed that the Bureau shall not shoulder payment for services rendered of those who reported to office without the authority from the above-signed through an approved contract.
4. For strict compliance.