




REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
1099 MANILA

**MEMORANDUM**

**TO :** ALL DEPUTY COMMISSIONERS  
ALL SERVICE DIRECTORS  
THE CHIEF OF STAFF OF THE COMMISSIONER  
CHIEF, RISK MANAGEMENT OFFICE (RMO)  
CHIEF, ACCOUNTS MANAGEMENT OFFICE (AMO)  
HEAD, XRAY INSPECTION PROJECT (XIP)  
OCOM REPRESENTATIVE  
EXECOM SECRETARIAT  
ALL OTHERS CONCERNED

**FROM :**  **REY LEONARDO B. GUERRERO**  
Commissioner

**SUBJECT :** EXECOM GROUPS

**DATE :** **November 29, 2018**



NOV 29 2018

To ensure that meetings/conferences are relevant and productive, Execom meetings shall be classified and grouped into three (3) namely:

1. Execom Group A - to include all Deputy Commissioners, the Chief of Staff, OCOM Representative and Secretariat
2. Execom Group B - to include all Deputy Commissioners, CIIS Director, ESS Director, the Chief of Staff, RMO Chief, AMO Chief, XIP Head, BOC Spokesperson, OCOM Representative and Secretariat
3. Execom Group C - to include all Deputy Commissioners, all Service Directors, the Chief of Staff, RMO Chief, AMO Chief, XIP Head, BOC Spokesperson, OCOM Representative and Secretariat

Notice of meeting will be per group and shall be disseminated through the Secretariat or through the Viber Group created for this purpose.

Please be reminded again to refrain from posting personal messages and that only official communication should be posted in the Viber Group.