

2018-12-032

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

**MEMORANDUM**

FOR : ALL CONTRACT OF SERVICE

FROM : REY LEONARDO B. GUERRERO  
COMMISSIONER

SUBJECT : EXTENSION OF CONTRACT OF SERVICE

DATE : December 18, 2018

*[Handwritten signature]*

*[Stamp: Bureau of Customs, REY LEONARDO B. GUERRERO, Commissioner, 18-01314, DEC 20 2018]*

- 1.0 Joint Circular No. 1, s. 2018 (JC No. s. 2018) issued by Department of Budget and Management (DBM), Commission on Audit, and the Civil Service Commission, allows the continuation of services of Contract of Service (COS) in all government offices/agencies.
- 2.0 Relevant to the above, all COS, with existing contract – duly signed by both parties and witnesses – for July 1 to December 31, 2018 are hereby extended until January 31, 2019.
- 3.0 Attached to this memorandum are the lists of COS per group/port/office for signature of each COS and their respective head of office, which shall be returned to Human Resource Management Division (HRMD) **on/before December 27, 2018**.
- 4.0 All groups/ports/offices are reminded to review persons under COS who shall be renewed starting February 1, 2019 following the guidelines which shall be released not later than January 03, 2018.
- 5.0 For guidance and compliance.