

Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
Manila

14 October 1991

CUSTOMS MEMORANDUM ORDER

NO. 89-91

TO: All District Port Collectors
Service Chief, CIIS
Service Chief, ESS
All Others Concerned

SUBJECT: Daily Time Records (CSC Form No. 48) of
CIIS and ESS Personnel Assigned to
Provincial Ports.

It has been noted that CIIS and ESS personnel assigned to provincial customs ports directly submit or send their C.S.C. Form No. 48 (Daily Time Record) to their respective central office in Manila for the signature of higher authorities concerned.

This practice is not administratively sound as the concerned higher authorities in Manila are not in a position to check the veracity of the entries in the subject daily time records. Moreover, this circuitous process effectively relieves the District or Sub-port Collectors of Customs concerned of their responsibility, as alter ego of the Commissioner of Customs, to oversee and check on the daily attendance of all customs personnel, including CIIS and ESS personnel, assigned to them.

In view of the foregoing, the C.S.C. Form No. 48 (Daily Time Record) of CIIS and ESS personnel assigned to provincial ports of entry shall henceforth be verified and signed directly by their respective District or Sub-port Collector of Customs before they are forwarded to the Chief, CIIS or ESS, Manila, for final approval.

For strict and immediate compliance.

Salvador M. Mison
SALVADOR M MISON
Commissioner