



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

23 January 2002

CUSTOMS MEMORANDUM ORDER  
NUMBER: 10 - 2002

TO : All District/Sub-Port Collectors  
Division Chiefs or equivalent units

Reports reaching this Office reveal that in many instances, responsible district and/or sub-port officials are not found in their respective places of assignments for the simple reason that they are attending meetings and conferences, thereby disrupting port operations and the normal flow of work.

In this connection, you are hereby advised to hold conferences and attend meetings only after office hours except, when the conference or meeting is called by other government agencies or by immediate superiors, in which case, the official who is next in rank shall be designated to act on transactions and/or papers pertaining to the office concerned. For record purposes, the District Collectors & Sub-Port Collectors are directed to submit to this Office the names, position or designation of the next in rank officers who have been designated to act on transactions in the absence of the above named officials on or before 14 February 2002. Any change of designations shall likewise be communicated to this Office immediately.

For strict compliance,



**TITUS B. VILLANUEVA, CESO I**  
Commissioner



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
MANILA

February 5, 1991

CUSTOMS MEMORANDUM ORDER

No. 12-91

TO : All District/Sub-Port Collectors  
All Port Division Chiefs

Reports reaching this Office reveal that in many instances, responsible district and/or sub-port official/s are not found in their respective places of assignments for the simple reason that they are attending meetings and conferences, thereby disrupting port operations and normal flow of work.

In this connection, you are hereby advised to hold conferences and attend meetings only after office hours, except when the conference or meeting is called by other government agencies or by immediate superiors in which case, the next in rank official shall be designated to act on all transactions and/or papers pertaining to his office.

For strict compliance.

*Salvador M. Mison*  
SALVADOR M. MISON  
Commissioner



DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
Office of the Commissioner

September 19, 1933

MEMORANDUM to :

All Service/Division Chiefs

SUBJECT: Delegation of Authority

In order not to disrupt smooth work operations, the Service Chief may, in his absence, authorize the subordinate Division Chiefs under the Service to sign in his behalf on documents of their particular concern.

Please be guided accordingly.

*Salvador M. Mison*  
SALVADOR M. MISON  
Commissioner