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

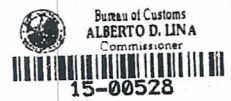
June 9, 2015

**CUSTOMS MEMORANDUM ORDER**  
No. 16-2015

**SUBJECT : ISSUANCE OF NEW BOC IDENTIFICATION CARDS (ID)**

- 1.0 In the interest of promoting a safe and secure working environment, the Human Resource Management Division (HRMD) will be issuing new identification cards (ID) to all BOC officials, employees, job orders/contract of services and various stakeholders.
- 2.0 An ID Information Sheet must be completely accomplished and submitted to HRMD on or before July 10, 2015. Old IDs shall be surrendered to HRMD upon receipt of the new ID.
  - 2.1. Fully accomplished ID Information Sheets shall be accompanied by a 2x2 ID picture taken within 3 months; and
  - 2.2. Black ink pens with 1.0 mm tip should be used for signatures the size of which should be at least an inch in height but should not go beyond the box provided in the form.
- 3.0 For compliance.

*Alberto D. Lina*  
**ALBERTO D. LINA**  
Commissioner



15-00528

JUN 15 2015

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Department of Finance  
**BUREAU OF CUSTOMS**  
Manila

**ID INFORMATION SHEET**

*Kindly print legibly and use black ink.* Please attach a recent 2x2 colored photo in white background taken at least the past three (3) months.

**Employee ID Number** : \_\_\_\_\_ **Office/Group/Port** : \_\_\_\_\_

**Name** : \_\_\_\_\_  
*Last Name* *First Name* *Middle Name*

**Position** : \_\_\_\_\_ **Division/Unit** : \_\_\_\_\_

**Birthdate (MM/DD/YY)** : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **TIN No.** : \_\_\_\_\_

**Philhealth No.** : \_\_\_\_\_ **GSIS No.** : \_\_\_\_\_

**Blood Type** : \_\_\_\_\_

**Person to be notified in case of emergency:**

**SIGNATURE**

**Name** : \_\_\_\_\_

**Address** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone** : \_\_\_\_\_