



**MEMORANDUM**

**MASTER COPY**  
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**TO :** ALL DISTRICT COLLECTORS  
 ALL OTHERS CONCERNED

**FROM :** **ATTY. EDWARD JAMES A. DY BUCO**  
 Deputy Commissioner, AOCG *EJ*

**SUBJECT :** **NOMINATION FORM ON THE SEMINAR/WORKSHOP ON ASSESSMENT AND OPERATION ACTIVITIES/PROCEDURES**

**DATE :** 03 March 2022

The Assessment and Operations Coordinating Group (AOCG) will conduct a Seminar/Workshop on Assessment and Operation activities/procedures tentatively scheduled on 22-23 April 2022 (*Venue to be confirmed*).

The said workshop will include the discussion on transit, transshipment, assessment, and warehousing, among others. The target participants are the Deputy Collector for Assessment, Deputy Collector for Operations and Chief, Port Operations Division. If the target participants will not be able to attend, sending representative/s is enjoined.

In view thereof, kindly submit the accomplished nomination form not later than **14 March 2022**. Please note that **only three (3) slots** are allocated to each port.

NO.	LAST NAME	FIRST NAME	COMPLETE MIDDLE NAME	POSITION/ DESIGNATION/ UNIT	CONTACT NUMBER/MOBILE NUMBER/EMAIL ADDRESS
1					
2					
3					

For appropriate action.