

**MEMORANDUM**

TO : ALL DISTRICT/SUBPORT COLLECTORS
ALL DEPUTY COLLECTORS FOR ADMINISTRATION
ALL CHIEFS, ADMINISTRATIVE DIVISIONS OR
EQUIVALENT UNITS
AND OTHERS CONCERNED

FROM : 
DONATO B. SAN JUAN
Deputy Commissioner, Internal Administration Group
and Chief of Staff, Office of the Commissioner

SUBJECT : **DISSEMINATION OF CUSTOMS ISSUANCES &
DIRECTIVES TRANSMITTED THRU THE DOCUMENT
TRACKING SYSTEM (DTS)**

DATE : **15 July 2021**

In order to ensure that the newly released customs issuances/directives transmitted to the ports/subports through the DTS are retrieved from the system and properly disseminated to the concerned office/unit, the Chiefs, Administrative Divisions/Equivalent Units or authorized users are required to submit an acknowledgment receipt and proof of dissemination using the attached format as Annex-A.

For consolidation purposes, kindly transmit your accomplished acknowledgment receipts and proof of dissemination to the Central Records Management Division (CRMD) through edricray.cruz@customs.gov.ph.

For strict compliance.

Reference: CMO 69-91



ACKNOWLEDGMENT RECEIPT AND PROOF OF DISSEMINATION OF CUSTOMS ISSUANCES & DIRECTIVES RETRIEVED FROM THE DOCUMENT TRACKING SYSTEM (DTS)

Collection District No.: _____ Port/Subport: _____

Dates Covered (Monday-Friday): _____

Customs Administrative Orders (CAO)	Customs Memorandum Orders (CMO)
Customs Memorandum Circulars (CMC)	Joint Orders

MEMORANDA

OCOM Memo	I.G. Memo
AOCG Memo	M.I.S.T.G. Memo
E.G. Memo	P.C.A.G. memo
I.A.G. Memo	R.C.M.G. Memo

Hereunder are details of dissemination and receipts of the above-listed issuances/directives:

Office	Signature of Official Receiver	Date Received
District/Subport Collector		
Deputy Collector for Administration/Equivalent Unit		
Deputy Collector for Assessment/Equivalent Unit		
Deputy Collector for Operations/Equivalent Unit		
Deputy Collector for Passenger Service/Equivalent Unit		
ESS District Command		
CIIS		
XIP		

Prepared by:

 Signature over printed name of the
 Administrative Officer or Authorized
 Representative

 Date