

2017-12-008

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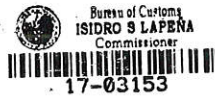


Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
1099 Manila

MEMORANDUM

**FOR : ALL DEPUTY COMMISSIONERS
ALL DIRECTORS
ALL UNIT HEADS
ALL BOC EMPLOYEES**

FROM : ISIDRO S LAPEÑA, PhD, CSEE
Commissioner



DEC 01 2017

SUBJECT : Submission of Requests for Travel Order/Authority

DATE : December 1, 2017

1. It has come to my attention that several requests for approval/signature of Travel Order or Travel Authority reaches the Office of the Commissioner at the last minute, or at certain instances, after the actual travel has transpired.

2. In this view, all are hereby reminded that requests for travel order or travel authority, whether for official or personal purpose, should be prepared twenty (20) working days before the actual intended event or travel considering that these are further submitted to the Department of Finance which requires a minimum of ten (10) working days for processing of the same.

3. Further, starting December 4, 2017, I will no longer sign travel orders or travel authorities of already concluded events or travel.

4. For information and widest dissemination.