

2019-01-03

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

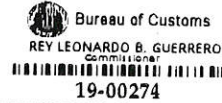
MEMORANDUM

FOR : **ALL OFFICIALS AND EMPLOYEES OF THE BOC
ALL DEPUTY COMMISSIONERS
ALL DISTRICT AND PORT COLLECTORS**

FROM : **REY LEONARDO B. GUERRERO**
Commissioner

SUBJECT : **ADDITIONAL GUIDELINES FOR REQUEST FOR
TRAVEL AUTHORITY ABROAD**

DATE : 27 December 2018



JAN 09 2019

1. Further to the Memorandum dated 5 December 2018 with the subject "Reiteration of the Twenty (20) working days lead time in submitting requests for travel authority", and observing the number of vacation leave filed for the month of December 2018 and January 2019, considering the exigency of the service, travel authority for personal travel abroad is held in abeyance.
2. Continuation of acceptance and processing of travel authority for personal travel abroad shall resume on February 2019.
3. Henceforth a maximum of 30 requests for personal travel abroad will be programmed per month, everyone is advised to program in advance and signify early with HRMD to avoid any conflict.