

2019-02-029



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

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**MEMORANDUM**

TO : **All Deputy Commissioners  
All Service Directors  
All District Collectors  
All Ports/Sub-Port Collectors  
All Division Chiefs/Equivalent Units**

FROM : **REY LEONARDO B. GUERRERO**  
Commissioner *AR* FEB 18 2019

SUBJECT : **Procurement of Supplies and other Logistical Requirements to Emanate from GSD Only**

DATE : 8 February 2019

Bureau of Customs  
Office of the Commissioner  
19-05241

It was observed that some offices are processing their own requests for procurement and/or provision of supply and logistical requirements without passing thru proper channels.

Be reminded that the GSD is the designated point-of-contact for all procurement activities of the Bureau. Therefore, units/offices shall submit their requests with the necessary attachments, along with the endorsement of their respective Group DCs to IAG. These request shall be processed by the GSD thru a Disposition Form, and submitted to IAG for further endorsement to this Office for approval or disapproval. A CMO containing the guidelines for procurement will follow this memo for your information.

In this regard, all Deputy Commissioners, Directors and Collectors are to ensure that offices/units under their jurisdiction shall strictly observe proper channels of communication for the facilitation of such requests.

For strict compliance and widest dissemination.