




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

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MEMORANDUM

FOR : ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS
ALL ADMINISTRATIVE OFFICERS
CONTRACT OF SERVICE PERSONNEL

FROM : 
DONATO B. SAN JUAN
Acting Deputy Commissioner
Internal Administration Group

SUBJECT : ADVICE OF THE COMMISSION ON AUDIT REGARDING
SUBMISSION OF CONTRACT OF SERVICE

DATE : February 22, 2019

- 1.0 This is to inform all Contract of Service (COS) Personnel of the Bureau of Customs (BOC) that the Commission on Audit (COA) advised the Accounting Division regarding the contracts and Identification Card (ID) for submission to COA as follows:
 - 1.1 Six (6) original Contract of Service shall be prepared and signed by the parties;
 - 1.2 The ID to be indicated in the contract should be any other government issued ID other than the BOC ID. It shall be photocopied and certified as true copy by the COS Personnel.
- 2.0 For information and strict compliance.