

2019-07-003



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA 1099

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MEMORANDUM

TO : ALL BUREAU OFFICIALS AND EMPLOYEES

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

SUBJECT : Strict Implementation of the No ID, No Entry

DATE : July 1, 2019

[Handwritten signature]



JUL 03 2019

BOC-06-01089

As added security measure and to further protect the Bureau from persons masquerading as organic BOC personnel, the following guidelines are hereby ordered:

1. There shall be only one official Identification Card issued by the Human Resources Management Division. No other office is authorized to issue ID Card to BOC Employees;
2. All BOC personnel are required to wear the official BOC Identification Cards while inside BOC premises. No BOC employee shall be allowed entry in any BOC facility without said ID;
3. Any BOC employee who fails to wear his/her ID inside any BOC premise shall be directed to explain in writing to his/her failure to wear said ID to his/her immediate superior within twenty four (24) hours from notification of the infraction. Infraction of this rule twice in a month, with or without any justification, shall be considered a violation of reasonable office rules and shall be dealt with accordingly;
4. ESS personnel are directed to conduct inspection from time to time and report BOC employees caught not wearing the BOC official ID to the Chief, HRMD (for OCOM personnel) and Deputy Collector for Administration (for Port employees).

Identification Card of new BOC employee and Lost ID Card:

1. HRMD shall be responsible for the issuance of ID to new BOC employees.
2. In case of loss of ID, the said loss shall be reported within twenty four (24) hours to HRMD, with notice to the ESS. For the issuance of a new ID, following documentary requirements shall be submitted to HRMD:
 - a. Affidavit of Loss duly notarized or subscribed before the Chief, Investigation and Prosecution Division (IPD) (for OCOM) / Chief, Law Division (for all Ports) stating the date and circumstances of loss.
 - b. The affidavit will be duly indorsed by their respective Division Chiefs (for OCOM)/ Chief, Administrative Division (for all ports) to the Chief, HRMD with a request for issuance of a new one, Meanwhile, he/she shall be issued a temporary ID by HRMD/ Administrative Division on a weekly basis until such time that a new ID has been issued.

This order shall take effect immediately.