



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

**MEMORANDUM**

TO : ALL PORTS, SUB-PORTS AND OFFICES  
ALL BOC EMPLOYEES

FROM : *SMR*  
GLADYS F. ROSALES, CSEE  
OIC, DEPUTY COMMISSIONER *q*

SUBJECT : Request for Reassignment and Designations

DATE : OCTOBER 30, 2017

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1. To ensure continuity and efficiency of service, the Human Resource Management Division has been directed to conduct personnel audit.
2. In observance of the above, Bureau employees, ports, sub – ports and all other offices are requested to hold/postpone requests for reassignment and designation until after the personnel audit.
3. It is expected that employees whose request for reassignment and/or designation has not been approved shall remain in his/her current office/designation.
4. Further, movement of employee/s duly mandated by a Customs Personnel Order (CPO) shall not be affected by this memorandum and shall therefore take effect as mandated by the order.
5. In addition, movement and assumption of newly promoted employees shall remain 'status quo' as previously directed until further notice.
6. For strict compliance.