

2017-12-034



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

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MEMORANDUM

FOR : **ALL DEPUTY COMMISSIONERS
ALL DISTRICT AND PORT COLLECTORS**

ATTN : **ALL ADMINISTRATIVE OFFICERS OF GROUPS, PORTS,
SUB-PORTS, OFFICES AND DIVISIONS**

FROM : *sfmralk*
GLADYS F. ROSALES, MPA, CESE
Deputy Commissioner
Internal Administration Group

SUBJECT : **SUBMISSION OF LEAVE CREDIT REPORT**

DATE : December 20, 2017

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- 1.0 The Human Resource Management Division (HRMD) and the Management Information Systems and Technology Group (MISTG) are now working on a Human Resource Management Information System (HRIS).
 - 2.0 Relevant to the above, and upon the instruction of the Commissioner to expedite processing of the retirement benefits, we hereby request all groups, ports and sub-ports to submit an updated and consolidated report on Leave Credits of personnel.
 - 3.0 Please submit the electronic copy of the said report to the HRMD on or before December 29, 2017 (Friday) thru hrmd@customs.gov.ph.
 - 4.0 Hard copies of the said report may be submitted on January 03, 2018 to the HRMD.
 - 5.0 For strict compliance.