



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MEMORANDUM

FOR : ALL DISTRICT COLLECTORS
ALL PORT COLLECTORS

FROM : *symcalie*
GLADYS F. ROSALES, MPA, CESE
Chief of Staff, Office of the Commissioner
Deputy Commissioner, Internal Administration Group

SUBJECT : **CERTIFICATE OF ASSUMPTION**

DATE : 02 April 2018

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1. Relevant to the review, processing and approval of Daily Time Record of employees assigned/reassigned to new Ports and/or SubPorts covered by Customs Personnel Order, please provide the Internal Administration Group through the Human Resource Division (HRMD) copy of their Certificate of Assumption.
 2. For strict compliance.