



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

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MEMORANDUM

FOR : **DEPUTY COMMISSIONERS
ASSISTANT COMMISSIONER
SERVICE DIRECTORS
DISTRICT COLLECTORS
ALL OTHER OFFICIALS CONCERNED**

FROM : **ATTY. EDWARD JAMES DY BUCO**
Officer in Charge
and Deputy Commissioner, AOCG

SUBJECT : **LOGISTICAL AND ADMINISTRATIVE
MEMORANDUM FOR THE FOR THE COMMAND
CONFERENCE ON 10 JULY 2018 AT THE PORT
OF CLARK**

DATE : 29 June 2018



JUN 29 2018

Reference:

1. Unnumbered Memorandum of the scheduled Command Conference on Friday, 06 July 2018 at the Port of Clark.
2. The budget for the conference shall be requested from the Financial Management Office (FMO) by the host port, to cover expenses for the food and other supplies/materials needed for the conference proper, and all other expenses needed in connection with the activity, subject to existing budget, accounting and auditing rules and regulations.
3. Travelling expenses and per diem of BOC Officials from the out ports shall be borne by their respective collection districts, subject to existing budget, accounting and auditing rules and regulations.
4. The host port, Port of Clark shall assign local Secretariat to assist the Command Conference Secretariat during the preparation and on the conference proper thus "bringing-in" of staff/personnel inside the conference room is discouraged.
5. Security of all travelling BOC officials shall be provided by the Port of Clark.

6. The host port may arrange transportation of BOC Officials who will be arriving at the Clark International Airport to their hotel.
7. The Local Secretariat, shall be in close coordination with the Command Conference Secretariat with regards to accommodation and transportation of the BOC officials to the venue and back.
8. Accommodation is subject to your usual per diem.
9. Please send the required reports on or before July 03, 2018 with the prescribed format white background, font should be Tahoma 20 for the PPP to the following Secretariat:

Joel.espejo@customs.gov.ph
Jerome.tomas@customs.gov.ph
Gibson.montalbo@customs.gov.ph
giaalaine@gmail.com

- Updates on the Directives of the Commissioner
 - Issues and Concerns of Ports
 - Issues and concerns of groups
9. Collection Performance for the month of June 2018 shall be presented by Ms. Cecile Marie C. Soriano – Chief STAD - FS-RCMG
 10. All revisions/edits on the Minutes of the Meeting of last conference, no prescribed format, please send at athenaangeline.lajom@customs.gov.ph
 11. Dress code for the conference proper – Working Barong (short sleeves) for gentlemen and corporate attire for the ladies. The Secretariat shall be in the shade of black for uniformity and distinction.
 12. Registration start at 07:30 AM
 13. For other queries please contact the following Command Conference and Port of Clark Secretariat:

Name	Concerns	Contact Number
Marie Jane Gumba	Communications	(0977) 235-6708
Athena Angeline Lajom	Minutes of the Meeting	(0917) 109-8711
Desiree F. Malasmas	Logistics	(0915) 546-0624
Gia Alaine Paguio	All reports of groups and offices	(0955) 588-0209
Joel T. Espejo	Master of ceremony and reports	(0917) 507-6940
Jerome P. Tomas		(0936) 952 1616

Jerome L. Monta Gibson Montalbo	PPP and collation of all Reports Creatives reports of all ports	(0916) 764-5288 (0995) 532-3411
Venue Mei Juico	Secretariat – Port of Clark	(0936) 186-5708
Ivy Nacpil	Secretariat – Port of Clark	(0932) 883-5031
Carlyn Camino	Secretariat – Port of Clark	(0956) 447-5690
Rommel Isip	Head Secretariat – Port of Clark	(0917) 584-0811

14. Kindly be reminded of the House Rules.
15. For your guidance and reference.