



MEMORANDUM



BOC-03-19808

FOR : ASSISTANT COMMISSIONER
 DEPUTY COMMISSIONERS
 DISTRICT COLLECTORS

FROM : MICHAEL C. FERMIN
 Officer in Charge, Deputy Commissioner
 Internal Administration Group

SUBJECT : Issuance of Order in compliance with CAO 06-2022

DATE : 30 March 2023

- 1.0 This is to reiterate the provisions set under the Customs Administrative Order (CAO) No. 06-2022 with the subject "Assignments, Reassignments, and Designations", among other relevant laws, rules, and regulations, relative to the issuance of Orders pertaining to personnel movement within the Bureau, to wit:

X X X

"Section 4 **General Provisions**

- 4.1 *x x x The Commissioner, with the approval of the Secretary of Finance, may assign any employee of the Bureau to any port, service, division or office of the Bureau within the Bureau's Staffing Pattern or Organizational Structure: Provided, that such assignment shall not affect the employee's tenure of office nor result in a change of status, demotion in rank and/or salary deduction. Assignment, Reassignment or Designation to regular positions exercising core or administrative functions of the Bureau shall be covered by a Customs Personnel Order (CPO).*

The Commissioner may designate any employee to additional or other duties, membership in committees, or technical working groups, without need of approval by the Secretary of Finance. Such designation of



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additional duties shall only be for a limited period of time or upon accomplishment of the tasks, and shall be covered by a Customs Special Order (CSO). A Customs Memorandum Order (CMO) creating a committee, or technical working group defining its tasks shall be issued."

"Section 5.3 Operational Provisions

5.3 *CPOs shall be issued by the Commissioner of Customs and submitted to the Secretary of Finance for approval. **CPOs without the approval of the Secretary of Finance are invalid and without effect x x x**". (Emphasis supplied)*

X X X

- 2.0 Relative thereto, please be advised that any Order issued which is not compliant to the aforementioned laws, rules, and regulations shall be deemed null and void. Further, any willful or intentional violation of the same shall be a ground for the filing an appropriate administrative case against the responsible officers.
- 3.0 For information and guidance.