



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



OCOM Memo No. 42-2023

PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

## MEMORANDUM

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TO : ASSISTANT COMMISSIONER  
DEPUTY COMMISSIONERS  
DISTRICT AND SUB-PORT COLLECTORS  
SERVICE DIRECTORS  
DIVISION CHIEFS  
ALL OTHERS CONCERNED

FROM : BIENVENIDO RUBIO  
Commissioner

MAY 24 2023

SUBJECT : GUIDELINES ON THE PROVISION AND ALLOCATION  
OF FUNDS FOR MEAL EXPENSES INTENDED FOR  
REGULAR AND SPECIAL ACTIVITIES

DATE : 18 May 2023

This memorandum covers activities of all offices in the Bureau of Customs regarding the disbursement for meals and snacks expenses during on-site regular and special activities.

**Regular Activities** – refer to casual or ordinary meetings usually held on a regular basis to ensure the efficient and continuous discharge of regular duties such as but not limited to:

- a. Staff Meetings / Monthly Meetings of a Division, Section or Unit
- b. Bid and Awards Committee Meetings
- c. Inter-Groups/Ports/Sub-ports/ Division/Section/Units Meetings
- d. Internal Committee Meetings, and
- e. Other Similar Meeting

**Special Activities** – refer to activities which are held on a regular basis or as deemed necessary comprising mainly of middle level employees to top level officials, for the purpose of strategic and operational planning, performance review and evaluation, deliberation of special concerns, and preparation and conduct of special events, such as, but not limited to the following:

- a. Executive Committee Meetings
- b. Collector's Conference
- c. BOC Special Events / Occasions/ Meetings/Assessments/Year-end Review
- d. Organizational Structure Planning
- e. Meetings for Agency Certification
- f. Strategic Management Planning
- g. Entry and Exit Conference
- h. Budget Hearings

- i. Meetings and Consultations with various sectors and consultants
- j. Major Events and Conventions

**Rate and Provision of Meals and Snacks**

a. For **regular activities**, the allowable rate/expenses for meals and snacks per attendee/participant shall not exceed the following:

Particular	Meal Rate
Breakfast (activities /meetings which start before 8 AM)	140
AM Snacks (activities / meetings which start at 9AM and end before 12 noon)	130
Lunch (for activities / meetings that go beyond 12 noon)	350
PM Snacks (activities /meetings which start at 1PM and end before 5 PM)	130
Dinner (activities / meetings that go beyond 5PM)	350
<b>TOTAL</b>	<b>1,100</b>

b. For **special activities**, the allowable rates/expenses per attendee/participant shall not exceed the following:

Particular	Meal Rate
Breakfast (activities /meetings which start before 8 AM)	200
AM Snacks (activities / meetings which start at 9AM and end before 12 noon)	200
Lunch (for activities / meetings that go beyond 12 noon)	600
PM Snacks (activities /meetings which start at 1PM and end before 5 PM)	200
Dinner (activities / meetings that go beyond 5PM)	600
<b>TOTAL</b>	<b>1,800</b>

In case of an extraordinary market situation caused by a national emergency/ unforeseen event (e.g., pandemic, natural disasters, etc.), the agency may provide meals and snacks at a higher rate with the appropriate justification attached to the claim.

For strict compliance.