



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

20 September 2011

Customs Memorandum Order
No. 35-2011

Subject : **Delegated Authority to the Chief of Staff, Office of the Commissioner**

To expedite action on documents and other matters received at the Office of the Commissioner in order not to affect the operational efficiency of the Bureau, Atty. Adelina SE. Molina, Chief of Staff, OCOM, is granted the authority to sign for and in behalf the Commissioner of Customs, the following:

1. Indorsements and memoranda to District/Port Collectors and other heads of offices in the Bureau matters requiring immediate port action/s;
2. Communication requiring immediate action by the Bureau;
3. Indorsements on recommendations of lifting/hold orders issued by the alerting offices; and
4. Other matters as may be authorized by the Commissioner.

All documents/communications addressed to the Commissioner of Customs shall be officially received at the OCOM Receiving Section for encoding and subsequent referral to the Chief of Staff for appropriate action. Request for issuance of Alert/Hold Orders and Mission Orders shall be received directly at the Commissioner's Office as an exemption from the coverage of this Memorandum.


ROZZANO RUFINO B. BIAZON
Commissioner

