



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

**MEMORANDUM**

**TO :** ALL BOC OFFICIALS AND EMPLOYEES  
ALL OTHERS CONCERNED

**SUBJECT :** Documents submitted to OCOM that are for  
consideration, signature or instructions of the  
Commissioner of Customs

**DATE :** 03 April 2017

---

In order to expedite the processing of documents submitted to the Office of the Commissioner that are for **consideration, signature and/or instructions** of the Commissioner, you are ordered to use the attached draft Memorandum as covering page.

Documents received after April 05, 2017, Wednesday, without this requirement will be returned to the office concerned without action.

For strict and immediate compliance.

By Authority of the Commissioner:

  
**ATTY. GENIEFELLE P. LAGMAY**

BUREAU OF CUSTOMS  
Office of the Commissioner



2017-001771

**MEMORANDUM FOR THE COMMISSIONER**

FROM : Name  
Position

SUBJECT :

DATE :

---

**REFERENCE**

1. This refers to the verbal instruction of the Commissioner on 01 January 2017 / This refers to the 03 January 2017 Letter of the Department of Finance Secretary (copy attached as Annex " ")

**BACKGROUND**

2. Provide short background in short bullet points (10 maximum)

**ISSUE**

3. Provide issue requiring the Commissioner's decision

**GROUP / DIVISION / COLLECTION DISTRICT/ COMMITTEE COMMENTS**

4. Provide comments, as the case may be.

**RECOMMENDATION**

5. Provide recommendation. (In view of the foregoing, we recommend...)
6. Should the Commissioner agree, attached for his signature is the draft Memorandum/Letter/Customs Personnel Order / Customs Memorandum Order / Customs Special Order \_\_\_\_\_ on the matter.

For the Commissioner's consideration.

**APPROVED / DISAPPROVED:**