



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

July 4, 2014

**CUSTOMS MEMORANDUM ORDER**

No. 16-2014

**Subject: Reconstitution of the Disposal Committee and Creation of the Bids and Awards Committee on Disposal in the Bureau of Customs (BOC)**

---

1.0 The Disposal Committee in the BOC-Office of the Commissioner (OCOM) is hereby reconstituted as follows:

Chairperson: Director, Administration Office  
Members: Chief, General Services Division  
Designated Property Custodian/Team Leader, General Services Division (GSD) Supplies and Property Section  
Representative from the Accounting Division to be designated by the Chief Accountant  
Two (2) personnel from the GSD to be designated by the Director, Administration Office  
One (1) representative from the ESS to be designated by the Director, ESS

1.1 The GSD and the Accounting Divisions shall act as administrative and technical secretariat for both committees.

1.2 For the Collection Districts/Ports, a Disposal Committee shall also be constituted to be composed of the following:

Chairperson : Deputy Collector for Administration  
Members : Chief, Administrative Officer or designated Administrative Officer of the Port  
Administrative personnel to be designated by the District Collector

1.3 In addition, the Committee shall invite in writing representative(s) from the Commission on Audit (COA).

2.0 The BOC Disposal Committee shall undertake the following:

- 2.1 Inspect and appraise unserviceable properties of the Bureau;
- 2.2 Recommend the manner of disposal of unserviceable properties as appropriate and deemed most advantageous to the government;
- 2.3 Arrange for the disposal of unserviceable properties in accordance with pertinent rules and regulations; and
- 2.4 Prepare and submit a report to the Office of the Deputy Commissioner for Internal Administration before proceeding with the disposal of BOC property.

