



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

**OFFICE OF THE COMMISSIONER**

**MEMORANDUM**

**To :** All District Collectors  
All Subport Collectors

**From :** John P. Sevilla  
Commissioner

**Subject :** Monthly Operating Report Modified Format

**Date :** 03 September 2014

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This has reference to the Memorandum dated 24 February 2014 on the submission of monthly operating reports to the Office of the Commissioner. Please be informed that starting October 2014 (for September 2014 data) and onwards, you shall be required to fill out the modified format, an electronic copy of which will be sent to your port's respective email addresses on or before 12 September 2014, if you do not receive the modified format by then, kindly inform Evelyn S. Te at (632) 5271935 or [ocom.reports@gmail.com](mailto:ocom.reports@gmail.com). Please ensure that your monthly reports contain ten (10) spreadsheets all in all and must be submitted to this Office, in the prescribed modified format thru email at [ocom.reports@gmail.com](mailto:ocom.reports@gmail.com), not later than the 3<sup>rd</sup> working day of the month.

For your information and compliance.

  
**JOHN P. SEVILLA**  
Commissioner



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**OCOM REPORTS** <ocom.reports@gmail.com>  
To: Sunny Sevilla <sevilla.customs@gmail.com>

Mon, Sep 1, 2014 at 11:58 AM

Got it. Thanks.

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