

2014-10-001



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MEMORANDUM

TO : ALL DISTRICT COLLECTORS

SUBJECT : Authorized personnel to transact with the Department of Foreign Affairs

DATE : 03 October 2016

In view of the attached letter dated 16 August 2016 of Asec. Frank R. Cimafranca, Office of Consular Affairs, Department of Foreign Affairs, relative to the updating of their files who are authorized to sign and certify documents issued by different government agencies, you are hereby directed to submit the names, specimen signatures and contact information of personnel from your respective ports/offices who are authorized to transact with the Department of Foreign Affairs within three (3) days from receipt hereof.

For your compliance.

NICANOR E. FAELDON

Commissioner



16-25753



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF CONSULAR AFFAIRS

2006890

16 August 2016

Sir:

Please be informed that the Office of Consular Affairs-Authentication Division of the Department of Foreign Affairs is in the process of updating its files of the specimen signatures of officials who are authorized to sign and certify documents issued by different government agencies.

For expeditious processing of documents, we would like to request your office to provide us with the following:

- 1) The names of officials who are authorized to sign and certify documents being issued by your office and BOC Regional Offices;
- 2) Their specimen signatures and initials; and
- 3) Their contact information (e.g. phone number, fax number and official email), if any.

Please be advised that the names, designations and specimen signatures of the officials furnished to this office will be used as basis for verification of authenticity of signatures of concerned officials on future documents issued by the BOC.

In the event of changes in your designated certifying officers, it would be highly appreciated if this office is informed immediately of such changes in order to avoid any delay in the processing of documents.

Thank you for your continued support and assistance on this matter of mutual concern.

Very truly yours,


FRANK R. CIMAFRANCA
Assistant Secretary

COMMISSIONER NICANOR FAELDON

Bureau of Customs
OCOM Building, South Harbor, Gate 3, Port Area
Manila 1018

