



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA 1099

MEMORANDUM

TO : ALL CONCERNED CUSTOMS OFFICIALS AND EMPLOYEES

SUBJECT : Schedule of hosting of offices under the Office of the Commissioner (OCOM) during the Flag Raising Ceremony for CY 2016

DATE : December 29, 2016

- 1.0 In line with the hosting of the 2017 Monday Flag Raising Ceremony, the following offices under the Office of the Commissioner (OCOM) are scheduled to host the Flag Raising Ceremony every 1st, 3rd and 5th Mondays of the month as shown in the scheduled date below:

| DATE | HOST OFFICE | DATE | HOST OFFICE |
|---------|---|---------|--------------------------------------|
| Jan 3 | Office of the Commissioner | July 3 | Ruling & Research Div |
| Jan 16 | Command Center | July 17 | Prosecution & Litigation Div. |
| Jan 30 | Spl Studies & Project Dev. Comm | July 31 | Tax Exempt Division |
| Feb 13 | Interim Training & Development Div. | Aug 7 | Account Management Office |
| Feb 27 | Human Resource Mgt Div | Aug 21 | Statistical Analysis Div |
| Mar 6 | Public Information & Asst Div | Sept 4 | Revenue Accounting Div |
| Mar 20 | Central Records Mgt Div | Sept 18 | LAAD and Bonds Audit Div |
| Apr 3 | Accounting Division | Oct 2 | Intellectual Property Rights Div |
| Apr 17 | Planning & Policy Research Div. | Oct 16 | Risk Management Office |
| May 2 | Valuation & Class. Div | Oct 30 | Intelligence Div & Investigation Div |
| May 15 | Export Coordination Div | Nov 6 | Customs Police Division |
| May 29 | Port Operations Coordination Div | Nov 20 | X-ray Inspection Division |
| June 5 | Auction & Cargo Disposal Monitoring Div | Dec 5 | MISTG - PMID & SDD |
| June 19 | Warehouse Coordination Div | Dec 19 | MISTG - TSD & SMD |

- 2.0 All HOSTS are encouraged to follow the attached program and guidelines in hosting the Flag Raising Ceremony and encourage 100% participation and attendance of their respective personnel in all flag raising program.
- 3.0 The offices under the Port of Manila shall continue to host the Flag Raising Ceremony every 2nd and 4th Mondays of the month.
- 4.0 Please be guided by the memorandum that if a Monday be declared holiday or non-working day, the Flag Ceremony shall be held the next working day.
- 5.0 For compliance.

Nicanor E. Faeldon
NICANOR E. FAELDON
Commissioner



Encl: a/s

JAN 05 2017

FLAG RAISING CEREMONY PROGRAM TEMPLATE
PROGRAM STARTS AT EXACTLY 7:45AM until 8:00 or 8:15AM

- I. GENERAL PRAYER FOR GUIDANCE IN WORK
(Ideally non-denominational)
- II. PAMBANSANG AWIT
- III. PANUNUMPA SA WATAWAT NG PILIPINAS (unison)
- IV. RECITATION OF BOC FRONTLINERS COMMITMENT TO SERVICE (unison)
- V. ANNOUNCEMENTS, NEW ISSUANCES, BY THE CHIEF, CRMD (Central Records Management Division) OR REPRESENTATIVE
- VI. ANNOUNCEMENT OF BIRTHDAY CELEBRATORS/ RETIREES BY THE CHIEF, HRMD (Human Resource Management Division) OR REPRESENTATIVE
- VII. EDUCATIONAL/INSPIRATIONAL/MOTIVATIONAL PORTION
 - a. INTRODUCTION OF GUEST SPEAKER
 - b. MESSAGE OF GUEST SPEAKER
 - c. GIVING OF CERTIFICATE OF APPRECIATION TO SPEAKER
(Optional/or if applicable)
- VIII. MESSAGE OF THE COMMISSIONER (Optional)
- IX. MABUNYING ADUANA

SPECIAL NOTES:

Master of Ceremony shall be assigned by the HOST DIVISION AND/OR by the Administrative Division for the Port of Manila (POM) or by the Human Resource Management Division (HRMD) for OCOM.

ALL PARTICIPANTS TO THE PROGRAM SHOULD BE ON THE STAGE FIVE (5) MINUTES BEFORE THE START OF THE PROGRAM.