

2017-10-039



Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
1099 MANILA

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**INTERNAL ADMINISTRATION GROUP**

October 12, 2017

**MEMORANDUM**

**TO :** ALL BOC PERSONNEL  
ALL DISTRICT COLLECTORS & SUB-PORT COLLECTORS  
ALL DIVISION HEADS & SECTION CHIEFS

**SUBJECT :** MANDATORY REGULAR VISIT OF THE BOC WEBSITE BY  
ALL BOC PERSONNEL

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This is to enjoin all officials and personnel of the Bureau, including organic and under contract of service (COS), to regularly visit the website, at least once every day.

This is to ensure that all of us are informed and up to date with the latest issuances and memoranda of the Bureau. BOC personnel are expected to know the current situations including accomplishments of all ports, units and offices under the BOC.

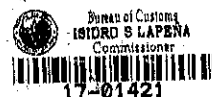
The District Collectors are reminded to continually comply with the submission of Weekly Reports which are posted under the tab Port Updates on the BOC homepage.

In addition, all personnel are instructed to like and follow our official social media accounts, Bureau of Customs PH on Facebook and @CustomsPH on Twitter. You are also encouraged to engage with the netizens' discussions on the post.

The designated focal persons of the ports are further directed to send materials and information to the Public Information and Assistance Division (PIAD) which are newsworthy and apt for posting and dissemination to the public.

Please be guided accordingly.

*[Handwritten signature: Isidro S. Lapena]*  
**ISIDRO S. LAPENA, PhD, CSEE**  
**Commissioner**



OCT 20 2017