

2017-10-043

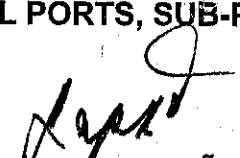
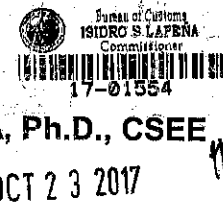


Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
MANILA 1099

MASTER COPY

**MEMORANDUM**

TO : **ALL PORTS, SUB-PORTS AND OFFICES**

FROM :    
**ISIDRO S. LAPEÑA, Ph.D., CSEE**  
**COMMISSIONER**

SUBJECT : **Assignment of Executive Assistants and Chief of Staff**

DATE : **19 OCTOBER 2017**

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1. It has been observe recently that certain offices have assigned or designated an Executive Assistant (EA) or Chief of Staff (CoS) to assist certain officials in his/her duties.
2. However it must be noted that the Bureau's Personal Services Itemization and Plantilla of Personnel (PSIPOP) does not provide such positions except for the following offices:
  - a. Office of the Commissioner :
    - i. Executive Assistant I
    - ii. Executive Assistant II
  - b. Office of the Deputy Commissioners as follow:
    - i. Internal Administration Group (IAG)
      - i.1 Executive Assistant I
      - i. 2 Executive Assistant II
    - ii. Revenue Collection Monitoring Group (RCMG)
      - ii.1 Executive Assistant I
      - ii. 2 Executive Assistant II
    - iii. Intelligence Group (IG)
      - iii.1 Executive Assistant I
      - iii. 2 Executive Assistant II
    - iv. Assessment and Operations Coordinating Group (AOCG)
      - iv.1 Executive Assistant I
      - iv. 2 Executive Assistant II
  - c. Collections Districts as follow:
    - i. Port of Manila
      - Executive Assistant I

- ii. Manila International Container Port
    - Executive Assistant I
  - iii. Ninoy Aquino International Airport
    - Executive Assistant I
3. In view of the above, all other offices are directed to refrain from assigning/designating/hiring personnel of such title and function.
4. For strict and immediate compliance.