

2017-12-003

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Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS

1099 Manila

MEMORANDUM

**FOR : ALL DEPUTY COMMISSIONERS
ALL DIRECTORS
ALL UNIT HEADS
ALL BOC EMPLOYEES**

FROM : *GF Rosales*
GLADYS F ROSALES, CESE
Deputy Commissioner, IAG_a

SUBJECT : Compliance to the CSW Format

DATE : November 29, 2017

1. Reference: Commissioner's directive during the November 27, 2017 Executive Committee Meeting on proper CSW format.

2. In compliance with the said directive, you are all hereby reminded to follow the following format in preparing Completed Staff Work:

MEMORANDUM

FOR : ISIDRO S LAPEÑA, PhD, CSEE
Commissioner

THRU : *(signature)* GLADYS F ROSALES *(date)*
Deputy Commissioner

FROM : Service/Office/Unit Head concerned

SUBJECT : _____

[Handwritten mark]

DATE :

BACKGROUND

- 1. Reference/s: (*examples*)
 - a. CMTA/CMO?CAO
 - b. Verbal/written directive directive on _____
 - c. Memorandum/Letter from _____ dated _____
 - d. Attached Records

DISCUSSION

- 2. A
- 3. B

ACTIONS TAKEN

4. (*Example*) Legal Opinion from Legal Service, RCMG was sought and they advised that _____.

RECOMMENDATION

- 5. In view of the above, the following actions are recommended:
 - a. A
 - b. B
 - c. C
- 6. Request approval/signature of attached prepared documents in relation to the recommendation

DECISION MATRIX

APPROVED

DISAPPROVED

ISIDRO S LAPEÑA, PhD, CSEE
Commissioner

REMARKS:

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3. You are further reminded to state clearly the recommended action/s and prepare the documents necessary for approval/signature thus, ensuring that the action/response on a particular matter has been fully given. For example, when the recommendation is for the preparation of letter to Department of Finance, a draft letter to the Secretary should be included and when it is for action by another Group, the draft directive should also be attached.

4. For compliance.