

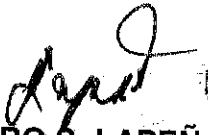
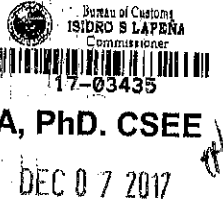


Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
1099 Manila

MEMORANDUM

TO : ALL DEPUTY COMMISSIONERS
ALL DISTRICT AND PORT COLLECTORS
ALL SERVICE DIRECTORS AND DIVISION CHIEFS

ATTN. : ALL ADMINISTRATIVE OFFICERS OF GROUPS,
PORTS, SUB-PORTS, OFFICES AND DIVISIONS

FROM :  
ISIDRO S. LAPEÑA, PhD. CSEE
COMMISSIONER

SUBJECT : MOVEMENT (ASSIGNMENT OR RE-ASSIGNMENT AND
DESIGNATION) OF ANY CUSTOMS OFFICER AND
EMPLOYEES

DATE : November 24, 2017

1.0 Republic Act 10863 otherwise known as the Customs Modernization and Tariff Act (CMTA) Sec. 201(f) and Sec. 209 provide the following powers and functions to the Commissioner of Customs to wit:

"SEC. 201 Powers and Functions of the Commissioner. –The Commissioner shall have the following functions:

xxx

"(f) Assignment or reassignment of any customs officer subject to the approval of the Secretary of Finance: Provided, That District Collectors and other officers that perform assessment functions shall not remain in the same area of assignment for more than three (3) years;

Xxx

"SEC. 209 Assignment of Customs Officers and Employees to Other Duties. –The Commissioner, with the approval of the Secretary of Finance, may assign any employee of the Bureau of Customs to any port, service, division or office, of the Bureau within the Bureau's Staffing pattern or organizational structure, or may assign any employee other duties: Provided, That such assignment shall not affect the employee's tenure of office nor result in change of status, demotion in rank and/or salary deduction."

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2.0 Customs Memorandum Order (CMO) 11 – 2013 provides that:

"In order to rationalize reassignment/designation of personnel, the delegated authority to the Deputy Commissioners of Internal Administration Group, Enforcement Group, Intelligence Group, and the District Collectors on personnel movements/designations is hereby revoked.

"Accordingly, Customs Memorandum Order No. 32-2007 dated 29 September 2007, the rules, regulations and procedures in the re-assignment/designation of personnel and other rules and regulations that are inconsistent herewith are likewise deemed revoked."

3.0 Unnumbered Memorandum dated September 18, 2014 signed by former Commissioner John P. Sevilla provides further that:

"All concerned are reminded that any order relative to personnel movement or designations, will strictly come from the Commissioner of Customs. Everyone is enjoined to disregard any information coming from other sources regarding the said concern. xxx"

4.0 Pursuant to the above law, rules and regulations this memorandum reiterates that any order relative to personnel movement—assignment, re-assignment and/or designations—shall strictly come from the Commissioner of Customs.

5.0 Any movement that groups, services, ports and sub-ports needs to make must be endorsed to the Office of the Commissioner thru the Office of the Deputy Commissioner for Internal Administration Group (IAG) for approval. Requests must be made using the current Complete Staff Work (CSW) format.

6.0 Furthermore, any issuance relevant to the above shall be deemed void/invalid. Should there be any violation of this rule, everyone is enjoined to report the matter to the Office of the Commissioner thru the Office of the Deputy Commissioner, IAG.

7.0 This memorandum shall take effect immediately upon release.

8.0 For strict and immediate compliance.