



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

**MEMORANDUM**

**FOR : ALL DEPUTY COMMISSIONERS  
SERVICE DIRECTORS  
DISTRICT COLLECTORS  
DIVISION CHIEFS  
OTHER CONCERNED OFFICIALS AND OFFICERS**

**ATTENTION : Deputy Collector for Administration/  
Chief, Administrative Division/Unit**

**FROM : *G. Rosales*  
GLADYS F. ROSALES, CESE  
Deputy Commissioner  
Internal Administration Group**

**SUBJECT : SUBMISSION OF ORGANIZATIONAL STRUCTURE**

**DATE : 24 January 2018**

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- 1.0 You are hereby directed to submit your respective organizational structure to the Administration Office not later than January 31, 2018.
- 2.0 Said organizational structure is being required to ensure that employees are cognizant of the role and scope of responsibilities of their office, as well as its linkage with other organizational units. A well-defined organizational structure greatly contributes to an effective flow of communication and processes.
- 3.0 For compliance.

71-249