

2018-03-013




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

**MEMORANDUM**

**TO :** ALL DEPUTY COMMISSIONERS  
ALL DISTRICT COLLECTORS  
ALL OTHERS CONCERNED

**FROM :**   Bureau of Customs  
ISIDRO S. LAPEÑA  
Commissioner  
18-03804  
ISIDRO S. LAPEÑA, PhD, CESEE  
Commissioner  
MAR 09 2018 

**SUBJECT :** ALL CSW SUBMITTED TO THE OFFICE OF THE COMMISSIONER

**DATE :** March 12, 2018

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1. In line with Customs Memorandum Order No. 22-2017 entitled "Institutionalization of Completed Staff Work (CSW) in the Bureau of Customs", all CSW documents submitted to the Office of the Commissioner shall have a concurring line in the heading segment for the Chief-of-Staff GLADYS F. ROSALES, MPA, CESE, Office of the Commissioner.

2. (Sample Heading Segment):

**MEMORANDUM**

**FOR :** ISIDRO S LAPEÑA, PhD, CSEE  
Commissioner

**THRU :** GLADYS F. ROSALES, MPA, CESE  
Chief-of-Staff, Office of the Commissioner &  
Deputy Commissioner, IAG  
*(Other Offices if necessary)*

**FROM :** (Signature)  
(Name)  
(Designation)

**SUBJECT :** \_\_\_\_\_

**DATE :** \_\_\_\_\_

3. For widest dissemination and compliance