

2018-05-010



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

Bar
MASTER COPY

MEMORANDUM

TO : ALL BOC PERSONNEL

FROM : *GF*
GLADYS F. ROSALES, MPA, CESE _____
OIC Deputy Commissioner
Internal Administration Group
etc

SUBJECT : REITERATION ON THE SUBMISSION OF UPDATED
PERSONAL DATA SHEET (PDS) FOR THE YEAR 2018

DATE : May 8, 2018

- 1.0 In line with the objective of this Bureau to maintain an updated and reliable database of personnel records, all employees of the Bureau of Customs who have not submitted their updated Personal Data Sheet (PDS) to Human Resource Management Division (HRMD) as previously ordered as per Unnumbered Memorandum dated 05 January 2018.
- 2.0 All PDS must be submitted on/before May 15, 2018.
- 3.0 For strict and immediate compliance.