

2018-05-025



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

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Date: 05/24/18  
Time: 10

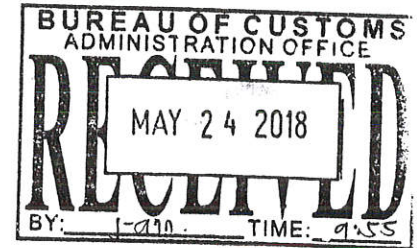
**MEMORANDUM**

**FOR :** ALL DEPUTY COMMISSIONER  
ALL DIVISION CHIEFS  
ALL OCOM PERSONNEL

**FROM :** *GR*  
**GLADYS F. ROSALES, MPA, CESE**  
Chief of Staff, Office of the Commissioner &  
Deputy Commissioner, IAG *9*

**SUBJECT :** **Claim for Salaries of Various Personnel**

**DATE :** May 21, 2018



- 1.0 In relation to the Memorandum dated May 17, 2018 issued by Marilou A. Cabigon, Officer-in-Charge, Financial Management Office.
- 2.0 Please be informed that effective June 1, 2018, individual claims for unclaimed salaries of various personnel under the Office of the Commissioner who fail to submit their Daily Time Record (DTR) shall be indorsed directly to the Cashier's unit, General Services Division (GSD).
- 3.0 Moreover, the Accounting Division will no longer process any request for preparation of disbursement vouchers to ensure proper monitoring and timely remittance of the contributions.
- 4.0 For information and guidance.