



## MEMORANDUM

**FOR** : ALL BOC CONTRACT OF SERVICE  
PERSONNEL (COS)

**ATTENTION** : ALL ADMINISTRATIVE OFFICERS WITH  
CONTRACT OF SERVICE PERSONNEL

**FROM** : *[Signature]* 8/31/18  
GLADYS F. ROSALES, MPA, CESE,  
Chief-of-Staff, Office of the Commissioner and  
Deputy Commissioner, IAG

**SUBJECT** : SUBMISSION OF 2X2 COLORED PHOTO FOR  
NEW BOC IDENTIFICATION CARD (BOC I.D.)

**DATE** : 30 August 2018

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- 1.0 In compliance with the Commissioner's directive to the Human Resource Management Division (HRMD) to issue uniform Identification Cards that is compliant with Republic Act 9485 (R.A. 9485), all contract of service personnel of the Bureau are directed to submit to the HRMD **2 pcs 2x2 colored ID photo taken at least for the past three (3) months** with name at the back of the I.D. photo in formal attire with white background.
- 2.0 Please attach and submit the following on or before Wednesday, 05 September 2018:
- 2pcs. size: 2x2 colored ID photo.
  - Completed BOC I.D. Information Sheet (see attached hard copy).
  - Administrative Officers of respective offices/ports to encode the data provided in the information sheet and submit the soft copy in matrix form, excel format to the HRMD.
- 3.0 For strict compliance.

Attachment: as stated.



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

**I.D. INFORMATION**

Kindly print legibly and use black ink. Please attach recent 2x2 colored photos in white background taken at least for the past three (3) months.

Employee ID Number : \_\_\_\_\_ Office / Group / Port: \_\_\_\_\_

Name : \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Position : \_\_\_\_\_ Division / Unit : \_\_\_\_\_

TIN No.: \_\_\_\_\_

Birthday (MM / DD / YYYY) : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Blood Type : \_\_\_\_\_

Person to be notified in case of emergency:

Name : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Nos.: \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE**