




IAG Memo No. 04-2021

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MEMORANDUM

TO : **ALL CUSTOMS EMPLOYEES**

FROM :  **DONATO B. SAN JUAN**
Deputy Commissioner, IAG and Chief of Staff, OCOM

SUBJECT : **Personal Mail Matters**

DATE : 19 January 2021

1. It has been observed that some employees make use of the Bureau as their postal address.
2. In order to facilitate the distribution of unclaimed personal letters, the concerned employees are required to check their mails with the Central Records Management Division (CRMD) from time to time.
3. Communications not retrieved by recipients within thirty (30) days upon receipt by the CRMD shall be considered as "dead letters" and shall be disposed of accordingly.