





OCOM Memo No. 35-2021

MASTER COPY
mm

MEMORANDUM

TO : **ALL GROUPS/DIVISIONS/SERVICE UNITS/OFFICES WITHIN CENTRAL OFFICE**

FROM : **REY LEONARDO B. GUERRERO**
 Commissioner   BOC-03-08989
 FEB 22 2021

SUBJECT : **Mandatory Submission of Office Email Address and Action Officer**

DATE : February 18, 2021

In order to make the Bureau of Customs more transparent and easily accessible to the public, all groups/divisions/service units/offices of the Bureau within the central office are mandated to submit their **office email addresses** and the **names of respective employees handling the office email** to the Public Information and Assistance Division on or before March 12, 2021.

This information shall be used for faster communication and to efficiently address BOC-related inquiries, requests and/or complaints. Kindly send the requested information to ea.salantesp@customs.gov.ph using the following format:

GROUPS/DIVISIONS/SERVICE UNITS/OFFICES	NAME OF EMPLOYEE(S)	OFFICE EMAIL ADDRESS

All offices must ensure the availability of the requested information. Failure to comply shall be considered a ground for issuance of Show Cause Order.

For strict compliance.