



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
MANILA

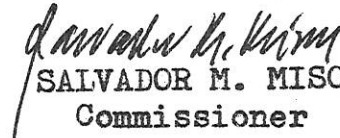
4 February 1991

CUSTOMS MEMORANDUM ORDER  
NO. 13-91

In order to give a wider scope for participation of officials and employees to the "Courtesy Campaign in the Bureau of Customs" as provided for under CMO 41-90, the following supplementary rules and regulations are hereby prescribed:

1. At the start of each quarter, all divisions chiefs will be requested to nominate at least (3) candidates whom they have observed to be prompt and courteous in dealing with the clientele.
2. All nominees submitted will be the subject of further deliberation by the Committee on Awards and the following measures may be adopted:
  - a. Distribution of Form A or B, as the case may be, to their respective clientele for accomplishments.
  - b. Scheduled or unscheduled observation of their actual performance.
  - c. Interview of their immediate superiors, peers and clientele.
3. Based on the above results including the contents of boxes in the PAC, the most Courteous Employee for the Quarter shall be chosen. Awarding shall therefore be limited to every quarter instead of every month.
4. All other provisions of CMO 41-90, which are consistent with this supplementary order, such as the Public Assistance Counter shall remain in force.

This order shall take effect 1 January 1991 and shall last until revoked.

  
SALVADOR M. MISON  
Commissioner

CMO-13-91

COMMENTS ON THE PROPOSED CUSTOMS MEMORANDUM ORDER (CMO) RE THE  
"COURTESY CAMPAIGN IN THE BUREAU OF CUSTOMS" AS PROVIDED FOR  
UNDER CMO 41-90

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The supplementary rules and regulations to the provisions of CMO 41-90 will narrow down the numbers in the selection of the most courteous employee thereby the process will be more specific and individualized.

If strictly followed, it is believed that the courtesy campaign in the Bureau of Customs will well serve its purpose.

In the light of the No. 4 proposed regulation which reads: "All other provisions of CMO 41-90 which are not inconsistent with this supplementary order, such as the Public Assistance Center shall remain in force," it should be envisioned in its positive angle, thus, the underlined words should be are consistent.



EMMA M. ROSQUETA  
Acting Director  
Financial Management Office

January 22, 1991

BUREAU OF CUSTOMS COLLECTION SERVICE RECEIVED	
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