



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

MAR 09 1992

CUSTOMS MEMORANDUM ORDER

NUMBER 29-92

SUBJECT: Creation of Assistant Service Chief for Operations and Assistant Service Chief for Administration of the ESS.

To facilitate and make more effective the exercise of police authority in the enforcement of the Tariff and Customs laws, rules and regulations and to assist the Service Chief ESS in the supervision and control of all its operating units, the following positions/offices are hereby created and their corresponding duties and functions prescribed pursuant to Section 23 of the Revised Administrative Code of the Philippines in relation to Section 608 of the TCCP as amended and in line with the provisions of Executive Order No. 127(Integrated Reorganization Plan):

I. Assistant Service Chief for Administration, ESS

- a) Assists the Chief in his supervisory administrative functions;
- b) Prepares consolidated activity/accomplishment reports for signature of the Chief, ESS;
- c) Reviews and make recommendations on all documents pertaining to administration and personnel, as well as payrolls and vouchers for the Chief' signature;
- d) Acts on all applications for leave of absence;
- e) Assists the Chief in the formulation of plans and programs for the development of the personnel's career;
- f) Reviews and acts on all requisitions for supplies and equipment including repairs;
- g) Prepares, disseminate and/or authenticate all orders and instructions from the Chief;
- h) Supervises the proper storage and issuance of all armaments under the custody of the ESS; and
- i) Performs such other functions as may be directed by the Chief and/or higher authorities from time to time.

II. Assistant Service Chief for Operations, ESS

- a) Assists in the formulation of plans and policies for the effective exercise of police authority in the enforcement of the TCCP and security of installations, cargoes and personnel;
- b) Assists the Chief in the general supervision, direction and control over all operations of the ESS;



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DEPARTMENT OF FINANCE
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MANILA

CMO-29-92

- PAGE 2 -

- c) Assists in the supervision, monitoring and coordinating of all intelligence and operational activities of the ESS and its subordinate Divisions/Commands/Units;
- d) Assists in the conduct of verification of shipments with derogatory information/Alerted shipments through the Chief, CPD and the District Commands concerned;
- e) Represents the Chief, in his absence, in meetings, conferences, and briefings where operations are the subject; and
- f) Performs such other functions as the Chief, ESS and/or higher authorities may direct from time to time.

III. In order that the above-enumerated functions may be exercised effectively to attain the desired end, the following units are hereby placed under the offices, indicated:

a) Office of the Asst. Service Chief for Administration

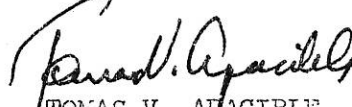
- 1. Adm. Personnel & Training Staff
- 2. Message Center
- 3. Logistics Staff
- 4. Firearms and Explosive Unit

b) Office of the Asst. Service Chief for Operations

- 1. ESS Intelligence and Operations Group
- 2. ESS Postal Unit
- 3. Warrant and Motor Vehicle Unit
- 4. Customs Narcotic Interdiction Unit, ESS
- 5. CY-CFS & Public/Private Warehousing Unit, ESS

IV. All Customs Memorandum Orders or parts thereof inconsistent herewith are hereby repealed.

V. This ORDER shall take effect immediately.


TOMAS V. APACIBLE
Commissioner