

Republic of the Philippines Department of Finance

BUREAU OF CUSTOMS

1099 Manila

MEMORANDUM

TO

ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS

ALL OTHERS CONCERNED

FROM

DONATO B. SAN JUAN

Deputy Commissioner, IAG and Acting Chief-of-Staff, OCOM

SUBJECT

Supplemental Guidelines on Completed Staff Work

(CSW) under Memorandum No. 2018.11-002

DATE

21 January 2020

Memorandum No. 2018.11-002 was issued directing the use of the new template/format in preparing the CSW or the Disposition Form submitted to the Office of the Commissioner (OCOM). Aimed to better facilitate all concerns forwarded to the said Office, all are hereby directed to follow the herein supplemental guidelines:

- 1. Use single space, Arial font style and size 12;
- 2. The space allotted for the signature of the Chief-of-Staff (COS) and the concurring line of the recommender should be on the same page where the recommendation is reflected

For strict and immediate compliance.

2018_11-002

: A G Memo No. <u>TAG</u> Memo No. 05 - 2020



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A RE

Burbau of Customs
REY LEONARDO B. GUERRERO
COMMUNICATION
18-00176

FROM

REY LEONARDO B. GUERRERO

Commissioner

D NOV 08 2018

SUBJECT

New Template/Format for Completed Staff Work (CSW

DATE

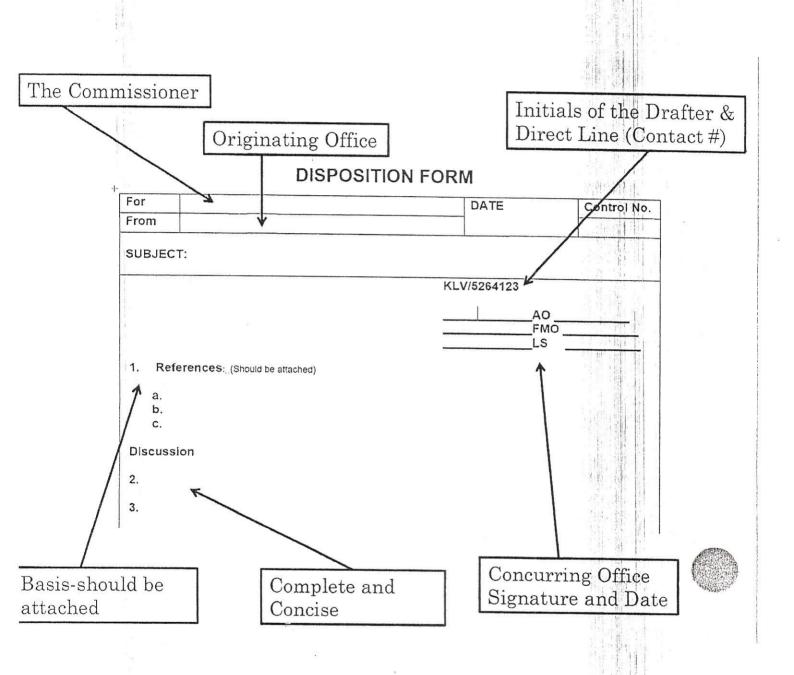
: 07 November 2018

- 1. In line with the Customs Memorandum Order No. 22 2017 with subject "Institutionalization of Completed Staff Work (CSW) in the Bureau of Customs" and with reference to the Commissioner's directive during the November 05, 2018 Executive Meeting, all concerned are hereby instructed to use the new template/format in preparing the CSW submitted to the Office of the Commissioner.
- 2. All other guidelines remain the same.
- 3. Attached is a copy of the new template/format.
- 4. For widest dissemination and compliance.

IAGMemo No. IAG Memo No. 05-2020 p. 3



MASTER COPY



1AGMemo No. IAG Memo No. 05-2020 p.4



If the activity is coordinated with other Divisions

Head of Division recommends the activity

Note: All activities that requires budget must be indicated in the recommendation (exact amount of budget)

Be Specific: For Info or For Approval

COORDINATION (Discuss coordination made regarding the proposed action/activity.)

5. Per coordination with the Finance Divisions, funds are available for the requested activity.

6.

RECOMMENDATION:

7. In view of all the foregoing **Director**, **FS** respectfully recommends the approval of fund support amounting to one thousand pesos (Php 1,000.00).

CHIEF OF STAFF

Attachments:

- A. Special Order
- B. Letter to ICCRIMC TWG

OAOCG

CONCUR/NOT CONCUR

Dep Com Signature

Date

Ex. Letters to be signed Article of a policy

Note: All Attachments must have tabbing (letters only)

