

2017-11-021



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
Manila 1099

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MEMORANDUM

FOR : ALL CONCERNED CUSTOMS OFFICIALS AND EMPLOYEES

FROM : *GFR* GLADYS F. ROSALES, CESE
OIC-Deputy Commissioner
Internal Administration Group

SUBJECT : FLAG CEREMONY

DATE : November 7, 2017

1. Reference: Memorandum dated December 29, 2016 on Schedule of hosting of Flag Raising Ceremony for CY 2017.
2. Host office of the flag ceremony is directed to submit to the Commissioner a copy of the program by Thursday of the week before their actual schedule.
3. It is further directed that said office should fetch the Commissioner at least ten (10) minutes before the start of the flag ceremony.
4. For strict and immediate compliance.

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA 1099

MEMORANDUM

TO : ALL CONCERNED CUSTOMS OFFICIALS AND EMPLOYEES
SUBJECT : Schedule of hosting of offices under the Office of the Commissioner (OCOM) during the Flag Raising Ceremony for CY 2017
DATE : December 29, 2016

1.0 In line with the hosting of the 2017 Monday Flag Raising Ceremony, the following offices under the Office of the Commissioner (OCOM) are scheduled to host the Flag Raising Ceremony every 1st, 3rd and 5th Mondays of the month as shown in the scheduled date below:

DATE	HOST OFFICE	DATE	HOST OFFICE
Jan 3	Office of the Commissioner	July 3	Ruling & Research Div
Jan 16	Command Center	July 17	Prosecution & Litigation Div.
Jan 30	Spl Studies & Project Dev. Comm	July 31	Tax Exempt Division
Feb 13	Interlm Training & Development Div.	Aug 7	Account Management Office
Feb 27	Human Resource Mgt Div	Aug 21	Statistical Analysis Div
Mar 6	Public Information & Asst Div	Sept 4	Revenue Accounting Div
Mar 20	Central Records Mgt Div	Sept 18	LAAD and Bonds Audit Div
Apr 3	Accounting Division	Oct 2	Intellectual Property Rights Div
Apr 17	Planning & Policy Research Div.	Oct 16	Risk Management Office
May 2	Valuation & Class. Div	Oct 30	Intelligence Div & Investigation Div
May 15	Export Coordination Div	Nov 6	Customs Police Division
May 29	Port Operations Coordination Div	Nov 20	X-ray Inspection Division
June 5	Auction & Cargo Disposal Monitoring Div	Dec 5	MISTG - PMID & SDD
June 19	Warehouse Coordination Div	Dec 19	MISTG - TSD & SMD

- 2.0 All HOSTS are encouraged to follow the attached program and guidelines in hosting the Flag Raising Ceremony and encourage 100% participation and attendance of their respective personnel in all flag raising program.
- 3.0 The offices under the Port of Manila shall continue to host the Flag Raising Ceremony every 2nd and 4th Mondays of the month.
- 4.0 Please be guided by the memorandum that if a Monday be declared holiday or non-working day, the Flag Ceremony shall be held the next working day.
- 5.0 For compliance.

NICANOR E. FAELDON
Commissioner

Encl: a/s



JAN 05 2017