



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

**MEMORANDUM**

FOR : ALL DISTRICT COLLECTORS  
ALL DEPUTY COMMISSIONERS

FROM : *spmaadlc*  
GLADYS F. ROSALES, CESE *a*  
OIC – DEPUTY COMMISSIONER  
INTERNAL ADMINISTRATION GROUP

SUBJECT : ADDENDUM TO THE MEMORANDUM DATED NOVEMBER  
30, 2017: “MOVEMENT OF PROMOTEE”

DATE : November 03, 2017

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1. Relevant to Memorandum dated 30 October 2017 on observance of “Movement of Promotee”, all promotees who have duly submitted their request to assume their position relevant to their promotion shall be accepted provided that the releasing office has no opposition to their movement.
  2. Moreover, please note that an appointed employee by virtue of promotion has due right on the position where he/she is promoted to over a designated employee and therefore shall be allowed to take his/her respective position. Personnel who are currently designated to a position where there is a new promotee shall step – down upon the former’s assumption to office.
  3. In addition, an official Customs Personnel Order shall be issued to strengthen their assumption to duty.
  4. For strict compliance.