

2017-12-001

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Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS

1099 Manila

MEMORANDUM

TO : **ALL DEPUTY COMMISSIONERS
ALL SERVICE DIRECTORS**

FROM : *[Signature]*
ISIDRO S. LAPENA, PhD, CSEE
Commissioner

SUBJECT : **STRICT ATTENDANCE TO EXECOM MEETING**

DATE : November 24, 2017

[Stamp: Bureau of Customs, ISIDRO S. LAPENA, Commissioner, 17-03079, NOV 29 2017]

- 1.0 On November 20, 2017, during the 8th EXECOM Meeting, it was noted that several expected attendees to the meeting were absent to which the Commissioner, stresses the importance of regularly attending EXECOM Meeting.
- 2.0 In this regard, all Deputy Commissioners and all Service Directors are enjoined to be present in every EXECOM Meeting.
- 3.0 Should you not be available, a representative must be sent on your behalf.
- 4.0 For strict compliance.