




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

FOR : **ALL CHIEFS**
Divisions Located at POM Building

FROM : 
DONATO B. SAN JUAN
Deputy Commissioner, IAG

SUBJECT : Identification of Records Lost/Destroyed and
Actions to be Taken to Recover/Reconstruct

Date : 04 March 2019

1. In connection with the fire that struck the POM Building on 22 February 2019, all Chiefs of Divisions located therein are required to fill up and accomplish the attached form and submit the same to the Chief, CRMD on or before 07 March 2019 for consolidation.
2. Your cooperation is hereby enjoined.

Identification of Records/Documents Lost/Destroyed

DIVISION : _____
 LOCATION AT POM BLDG [GRND/1ST/2ND/3RD . . .] : _____
 DATE PREPARED : _____

Description of Records Lost/Destroyed	Actions taken/to be taken to Recover/Reconstruct

Prepared by: _____

Signature: _____
 Name : _____
 Position: _____

Noted: _____

Signature: _____
 Name : _____
 Chief of the Division