



MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES

FROM : REY LEONARDO B. GUERRERO
Commissioner *Handwritten signature* MAR 12 2020

SUBJECT : Postponement of Trainings Held Outside the Bureau of Customs Premises

DATE : March 12, 2020

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- 1.0 With the increasing number of COVID-19 cases and to minimize exposure of Bureau of Customs (BOC) employees to health threats, this Office directs the postponement of all BOC-organized trainings, seminars, and workshops held outside the Bureau's premises for the month of March.
 - 2.0 As regards to participation to trainings organized by other agencies, the Interim Training and Development Division, Internal Administration Group, shall coordinate with the organizers regarding possible postponement of their activities and shall coordinate with the employees concerned once confirmation is received.
 - 3.0 For your information and compliance.