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Republic of the Philippines
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
Manila 1099



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**ENFORCEMENT GROUP
ENFORCEMENT AND SECURITY SERVICE**

September 29, 2017

MEMORANDUM

FOR : **Service Directors
Chiefs of Offices
All Other Officers Concerned**

FROM : **YOGI FILEMON L. RUIZ, MPA, CESE**
Officer-In-Charge, Enforcement and Security Service

SUBJECT : **MEMORANDUM OF COMMISSIONER ISIDRO S.
LAPEÑA DATED 27 SEPTEMBER 2017**

DATE : September 29, 2017

In reference to the Subject Memorandum, the Enforcement and Security Service has been directed to *“fully ensure order and security within the Bureau of Customs and safeguard the Bureau’s employees, stakeholders, and ensure that only those individuals with official business transactions are allowed entry to any BOC offices”*.

Henceforth, the ESS will strictly enforce the NO-ID NO ENTRY policy nationwide to limit the entry of persons with no legitimate concern in any BOC office.

Relative thereto, the following are requested to be provided to this Office NLT October 6, 2017, to wit:

1. List of Authorized Personnel/Employees who has access in your respective offices NLT October 6, 2017;
2. Your specimen signature or that of your designated representative/s who will validate/confirm the Access Passes which will be issued to visitors.

Lastly, please require your respective personnel to secure BOC Identification Cards from the Human Resource Management Division, as soon as possible. BOC personnel without Identification Cards will be denied ~~to~~ access to BOC premises.

For compliance.