

2017-11-013

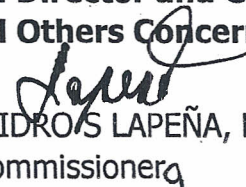
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Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
1099 Manila


MEMORANDUM

TO : All Deputy Commissioners
All Director and Chiefs of Offices
All Others Concerned

FROM :  ISIDRO S LAPEÑA, PhD, CSEE
Commissioner

SUBJECT : Reiteration on Signatories for Communication

DATE : November 2, 2017



NOV 03 2017

1. References:

- a. Memorandum dated October 12 with subject Signatories for Communication
- b. Executive Committee Meeting directives

2. It has been noted that despite the Memorandum dated October 12, 2017, several officers still fail to course their communication to the proper officers and Deputy Commissioners. As such, you are hereby reminded of the following guidelines on signatories for communication:

- a. All communication outside the Bureau of Customs is to be signed by the Commissioner;
- b. All communication between and among different groups shall be signed by the Deputy Commissioner concerned (*for example, Memo from Import and Assessment Service to Legal Service, should be signed by Deputy Commissioner, AOCG to Deputy Commissioner, RCMG*); and
- c. All completed staff work intended for the Commissioner's decision or information shall be signed by the Director or division chief (coursed through Director) and concurred by the Deputy Commissioner concerned (*for example, Memo from General Services Division should be signed by division chief thru Director, Administration Office and Deputy Commissioner, IAG*)

3. For strict and immediate compliance.