

2018-04-021



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

487-965
 Internal Admin. Group
 Received by: *mm*
 Date: 04/23/18
 Time: 10

MEMORANDUM

FOR : ALL DEPUTY COMMISSIONERS AND SERVICE DIRECTORS
 ALL DISTRICT AND PORT COLLECTORS

ATTN : ALL ADMINISTRATIVE OFFICERS

FROM : *mm*
GLADYS F. ROSALES, MPA, CESE
 Chief-of-Staff, Office of the Commissioner &
 Deputy Commissioner, IAG

SUBJECT : **ADDITIONAL REQUIREMENT FOR RENEWAL OF COS
 (JULY 2, 2018 TO DECEMBER 31, 2018) NBI CLEARANCE**

DATE : April 20, 2018

BACKGROUND

1. Reference:
 - a. Memorandum dated April 17, 2018 with the subject Renewal of Contract of Service Personnel (July 02, 2018 to December 31, 2018) and the requirements for additional Salary.
2. Regarding the Renewal and Additional COS in the Bureau, herewith, is the request requiring all the COS to submit **NBI Clearance** as an additional requirement before Renewal/Hiring/Retention.
3. Thus, we hereby inform all the COS to secure their NBI Clearance for the year 2018 and submit the same together with the documents being asked in the Memorandum dated April 17, 2018 with the subject Renewal of Contract of Service Personnel (July 02, 2018 to December 31, 2018) and the requirements for additional Salary.
4. For your information and guidance.