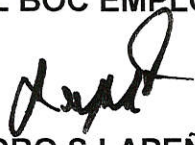





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MEMORANDUM

TO : ALL DEPUTY COMMISSIONERS
ALL DIRECTORS
ALL CHIEFS OF DIVISIONS
ALL DISTRICT COLLECTORS
ALL BOC EMPLOYEES

FROM :   Bureau of Customs
ISIDRO S LAPEÑA
Commissioner
18-17823
OCT 04 2018

SUBJECT : SUBMISSION OF AFTER ACTIVITY OR MEETING
REPORT

DATE : October 2, 2018

All officials and personnel of the Bureau of Customs are directed to submit an after activity/meeting report in Completed Staff Work (CSW) format to the Office of the Commissioner on all meetings, seminars, trainings or conferences attended or conducted within three (3) days thereafter.

For strict compliance and widest dissemination.