



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



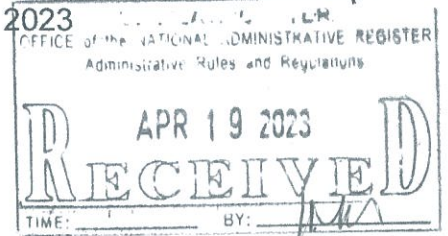
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13 April 2023



## CUSTOMS MEMORANDUM ORDER

No. 08-2023

**SUBJECT: AMENDMENT TO CUSTOMS MEMORANDUM ORDER (CMO) NO. 27-2002 RE: RULES, REGULATIONS, AND PROCEDURES IN THE REPORTING AND MONITORING OF PERSONNEL ATTENDANCE AND APPLICATIONS FOR LEAVE OF ABSENCE**

In line with the Bureau's efforts to ensure that attendance of all officials and employees are regularly monitored without compromising the efficient and effective delivery of public service, the Customs Memorandum Order No. 27-2002 with the subject: Rules, Regulations, and Procedures in the Reporting and Monitoring of Personnel Attendance and Applications for Leave of Absence, is hereby amended:

1. Section II, item 3.1 to read as follows:

*"3.1 All personnel are required to log their time of arrival and departure, thru the Finger Scan, Bundy Clock, Logbook, or any other system available in the Port/Office. THE HEAD OF OFFICE/DIVISION CONCERNED (DEPUTY COMMISSIONER, SERVICE DIRECTOR, DISTRICT COLLECTOR, DEPUTY COLLECTOR, PORT COLLECTOR, DIVISION CHIEF) SHALL BE HELD ACCOUNTABLE AND RESPONSIBLE IN SEEING TO IT THAT ALL THEIR STAFF STRICTLY COMPLY WITH THIS REQUIREMENT. Officials who are Presidential appointees need not punch/log in the Finger Scan/Bundy Clock/Record Book, but attendance and all absences of such officers must be recorded. (Sec. 3, Rule XVII, Omnibus Rules, CSC)*

**Relative thereto, all Daily Time Records (DTRs) shall be reviewed and approved by the following:**

<b>Position / Designation</b>	<b>Approving Authority</b>
<b>Deputy Commissioners</b>	<b>Commissioner</b>
<b>District Collectors</b>	<b>Deputy Commissioner, Internal Administration Group</b>
<b>Service Directors</b>	

Bureau of Customs  
CENTRAL RECORDS MGT. DIVISION

**CERTIFIED TRUE COPY OF THE ORIGINAL**

*Margaret G. Manalaysay*  
**MARGARET G. MANALAYSAY**  
Administrative Officer V

CMO NO. 08 - 2023



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<i>Division Chiefs</i>	<i>Service Director</i>
<i>Rank and File</i>	<i>Division Chiefs</i>

2. Section III, item 3 to read as follows:

*"3. Approving Authority:*

XXX

*c. Application for leave of absence of officials of whatever nature and duration shall comply with the above documentary requirements to be approved by the following:*

<i>Position / Designation</i>	<i>Recommending Authority</i>	<i>Approving Authority</i>
<i>Commissioner</i>	<i>N/A</i>	<i>Secretary of Finance</i>
<i>Deputy Commissioners</i>	<i>N/A</i>	<i>Commissioner</i>
<i>District Collectors</i>	<i>Director, Administration Office</i>	<i>Deputy Commissioner, Internal Administration Group</i>
<i>Service Directors</i>	<i>Deputy Commissioner concerned</i>	

XXX

All other provisions of CMO No. 27-2002 not affected by this Order shall remain in full force and effect.

This Order shall take effect immediately and shall remain valid unless otherwise revoked and / or amended accordingly.

For strict implementation.

Bureau of Customs  
CENTRAL RECORDS MGT. DIVISION

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OF THE ORIGINAL  
MARGARET G. MANALAYSAY  
Administrative Officer V

BIENVENIDO Y. RUBIO  
Commissioner APR 18 2023

