

**MEMORANDUM**

TO : ALL CONTRACT OF SERVICE PERSONNEL

FROM : **MICHAEL C. FERMIN**
Acting Deputy Commissioner
Internal Administration Group

SUBJECT : REITERATION ON THE MONTHLY SUBMISSION
OF DAILY TIME RECORD AND OTHER RELEVANT
DOCUMENTS OF COS PERSONNEL

DATE : July 26, 2023

1. Pursuant to Customs Memorandum Order No. 07-2021 with the subject: "Updated Guidelines on the Retention/Renewal of Job Order and/or Contract of Service Personnel in the Bureau of Customs", all personnel under Contract of Service shall be required to submit the duly signed Daily Time Record (DTR) and other relevant documents for processing of payment of salaries covering the period of services rendered.
2. Relative thereto, DTR and all relevant monthly documentary requirements shall be submitted to the following offices **not later than 5th working day of the succeeding month**:
 - For Offices under the Office of the Commissioner – Human Resource Management Division (HRMD)
 - For Collection District – their respective Administrative Division/Unit
3. For guidance and strict compliance.