



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

MASTER COPY



fmrd

PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

I.A.G Memo No. 39-2023

## MEMORANDUM

TO : ALL CONCERNED BOC OFFICIALS AND EMPLOYEES

FROM : **MICHAEL C. FERMIN**  
OIC – Deputy Commissioner,  
Internal Administration Group

SUBJECT : REITERATION OF CUSTOMS MEMORANDUM ORDER  
(CMO) NO. 22-2017 RE: INSTITUTIONALIZATION OF  
COMPLETED STAFF WORK (CSW) IN THE BUREAU  
OF CUSTOMS

DATE : 05 April 2023

- 1.0 In line with the Bureau's efforts to provide modernized systems and processes and to further professionalize its transparency and service excellence, this Memorandum Order reiterates the compliance with Customs Memorandum Order No. 22-2017 re: Institutionalization of Completed Staff Work (CSW) in the Bureau of Customs, to read as follows:

### ***"Section 5. Route of Communication***

*Memoranda from Districts shall be coursed through the concerned Deputy Commissioners, which shall process the same in completed staff work prior to submission to the Commissioner. Lateral / horizontal coordination among offices is highly encouraged to ensure effectiveness, efficiency, and comprehensiveness of work process. The offices concerned shall be furnished with copies of inter-office memoranda."*

- 2.0 For guidance and strict compliance.