



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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PROFESSIONALISM INTEGRITY ACCOUNTABILITY

OCOM Memo No. 59-2023

## MEMORANDUM

**TO :** ALL DEPUTY COMMISSIONERS  
 ALL DIRECTORS AND DIVISION CHIEF  
 ALL DISTRICT AND SUB-PORT COLLECTORS  
 ALL BOC OFFICIALS AND PERSONNEL  
 ALL OTHERS CONCERNED

**FROM :** BIENVENIDO Y. RUBIO  
 Commissioner

**SUBJECT :** NO "HAOSHIAO" POLICY

SEP 22 2023

**DATE :** 19 September 2023

To ensure that only bonafide employees of the Bureau of Customs (BOC) are performing official functions and transactions, and to further protect the integrity of the BOC's offices, you are hereby directed to refrain from engaging the services of any non-permanent/non-Contract of Service personnel, also known as "HAOSHIAOS," pursuant to Section 8.10 Public/Working Relations of the BOC Code of Conduct which provides, to wit:

### "Section 8. PUBLIC/WORKING RELATIONS

*A customs official or employee must, at all times, discharge his duties faithfully and efficiently, respecting the rights of the public, his colleagues, subordinates and staff. He MUST:*

XXX

*8.10. Not utilize or engage the services of persons or group of persons who are not organic personnel or have no existing contract of service with the Bureau to perform functions and responsibilities or the function and responsibilities of a Bureau staff. Said prohibition includes the use of HAOSHIAOS."*

Relative thereto, violation of the BOC Code of Conduct entails the following penalties pursuant to Section 50, Item F (3) under Rule 10 (Administrative Offenses and Penalties) of the 2017 Revised Rules on Administrative Cases in the Civil Service:

- 1<sup>st</sup> Offense - Reprimand
- 2<sup>nd</sup> Offense - Suspension of one (1) to thirty (30) days
- 3<sup>rd</sup> Offense - Dismissal from the Service

For strict compliance.