



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

OCOM Memo No. 65-2023

MEMORANDUM

TO : ALL DISTRICT COLLECTORS
ALL OTHERS CONCERNED

FROM : BIENVENIDO Y. RUBIO OCT 25 2023
Commissioner

SUBJECT : WEEKLY SUBMISSION OF REPORTS ON
BALIKBAYAN BOXES

DATE : 16 October 2023

In view of the Bureau's continuous commitment to transparency, accountability, and effective handling of consolidated shipments, all Collection Districts are hereby directed to submit weekly reports on balikbayan boxes at their respective ports from January 2023 to present.

For reference, attached is the template of report on balikbayan boxes with file name format: *PORT - Weekly Report on Balikbayan Boxes as of DATE* and email subject format: *Submission of weekly report on Balikbayan Boxes – PORT as of DATE*, to be submitted **every Thursday** on the following email addresses:

- pacayor@customs.gov.ph
- noroniok@customs.gov.ph
- morallosg@customs.gov.ph
- piad@customs.gov.ph

For immediate action and strict compliance.

