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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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IA G Memo No. 64-2023

MEMORANDUM

FOR : **ALL OFFICIALS AND EMPLOYEES UNDER
INTERNAL ADMINISTRATION GROUP**

FROM : **KHRISTINE JANE V. MELENCIO**
Acting Chief, Human Resource Management Division

SUBJECT : **INTERNAL ADMINISTRATION GROUP
YEAR-END ACTIVITY 2023**

DATE : **15 DECEMBER 2023**

1. This refers to the IAG Yearend Activity which will be held on 19 December 2023 at the Muralla Ballroom, 2nd Floor, The Bayleaf Intramuros, Muralla St., Intramuros, Manila. Copy of the program attached as *Annex A*.
2. Relative thereto, all officials and employees who were not able to pre-register their attendance are hereby enjoined to accomplish the online registration form **not later than 16 December 2023, at 11:59 PM**, link and QR code as follows:

Link: <https://forms.office.com/r/U5ED5vxBz3>

QR Code:



3. The accomplished online registration form shall serve as raffle entries which will be randomly drawn during the said activity. Winner/s are required to be physically present at the time of the raffle draw.
4. Further, all attendees are advised to be in their **Stripes or Denims** attire. Please refer to the attached outfit pegs (*Annex B*).
5. For clarification/queries, you may contact **Ms. Krizel Joyce C. Rivera**, Administrative Officer II, HRMD, through mobile no. 09772466883.
6. For information and guidance.



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | www.customs.gov.ph | boc.cares@customs.gov.ph