



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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IA G Memo No. 02-2024

MEMORANDUM

TO : ALL CONCERNED BOC OFFICIALS AND EMPLOYEES

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

SUBJECT : **SCHEDULE OF HOSTING FOR THE UPCOMING FLAG RAISING CEREMONIES**

DATE : 03 January 2024

- 1.0 In line with the upcoming Flag Raising Ceremonies (FRCs) from **January 2024 to December 2024**, the following offices / divisions are hereby enjoined to host the subject ceremony based on the prescribed schedule below:

DATE	HOST OFFICE
January 08	Office of the Commissioner
January 15	Human Resource Management Division, Internal Administration Group
January 22	Public Information and Assistance Division (PIAD), Internal Administration Group
January 29	Risk Management Office (RMO), Intelligence Group
February 05	Bonds Division, Port of Manila
February 12	Medical and Dental Division, Internal Administration Group
February 19	Entry Processing Division (EPD), Port of Manila
February 26	Collection Service, Revenue Collection Monitoring Group
March 04	Budget Division, Internal Administration Group
March 11	Accounting Division, Internal Administration Group



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March 18	Radio Communications Division (RCD), Enforcement Group
March 25	Post Clearance Audit Group (PCAG)
April 01	Central Records Management Division (CRMD), Internal Administration Group
April 08	Valuation and Classification Division (VCD), Assessment and Operations Coordinating Group
April 15	Prosecution and Litigation Division (PLD), Revenue Collection Monitoring Group
April 22	Assessment Coordination and Monitoring Division (ACMD), Assessment and Operations Coordinating Group
April 29	General Services Division (GSD), Internal Administration Group
May 06	Account Management Office (AMO), Intelligence Group
May 13	Water Patrol Division (WPD), Enforcement Group
May 20	Statistical and Analysis Division (STAD), Revenue Collection Monitoring Group
May 27	Intellectual Property Rights Division (IPRD), Intelligence Group
June 03	Auction and Cargo Disposal Monitoring Division (ACDMD), Assessment and Operations Coordinating Group
June 10	Planning and Policy Research Division (PPRD), Internal Administration Group
June 17	Collection Division, Port of Manila
June 24	Assessment Coordination and Monitoring Division (ACMD), Assessment and Operations Coordinating Group
July 01	Systems Development Division (SDD), Management Information System and Technology Group
July 08	Planning and Management Information Division (PMID), Management Information System and Technology Group
July 15	Export Coordination Division (ECD), Assessment and Operations Coordinating Group
July 22	Administrative Division, Port of Manila
July 29	Intelligence Division / Investigation Division, Intelligence Group



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August 05	Technical Support Division (TSD), Management Information System and Technology Group
August 12	Export Division, Port of Manila
August 19	Systems Management Division (SMD), Management Information System and Technology Group
August 26	Warehouse Coordination Division (WCD), Assessment and Operations Coordinating Group
September 02	Formal Entry Division (FED), Port of Manila
September 09	Liquidation and Billing Division (LBD), Port of Manila
September 16	Port Operations Coordination Division (POCD), Assessment and Operations Coordinating Group
September 23	Informal Entry Division (IED), Port of Manila
September 30	Warehousing Assessment Division (WAD), Port of Manila
October 07	Piers and Inspection Division (PID), Port of Manila
October 14	Public / Private Bonded Warehouse Division (PPBWD), Port of Manila
October 21	Revenue Accounting Division (RAD), Revenue Collection Monitoring Group
October 28	Customs Police Division (CPD), Enforcement Group
November 04	Tax Exempt Division (TED), Revenue Collection Monitoring Group
November 11	Miscellaneous Manufacturing Bonded Warehouse Division (MMBWD), Port of Manila
November 18	X-Ray Inspection Project (XIP), Intelligence Group
November 25	Customs Intelligence and Investigation Service (CIIS), Intelligence Group
December 02	Legal Service, Revenue Collection Monitoring Group
December 09	Port Operation Service, Assessment and Operations Coordinating Group
December 16	Internal Inquiry Division (IID), Intelligence Group
December 23	Customs Container Control Division (CCCD), Port of Manila



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- 2.0 Relative thereto, all Heads of offices / divisions are hereby directed to follow the attached program and guidelines in the conduct of the FRC as well as ensure the full participation and attendance of their respective personnel.
- 3.0 Further, please be guided that if a Monday is declared a holiday or non-working day, the FRC shall be conducted the next working day.
- 4.0 For guidance and strict compliance.



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