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BOC-05-22660

IG Memo No. 9-2024

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

*A modernized and credible customs administration that upholds good governance and is among the world's best*

**IG MEMORANDUM NO.** IG-20241011-361

**TO :** ALL CONCERNED OFFICES

**FROM :**  **JUVYMAX R. UY,**  
Deputy Commissioner, Intelligence Group  
Chairperson, NCIS Committee

**SUBJECT :** REITERATION OF IG MEMORANDUM NO.  
IG -20240105-006 ON SUBMISSION TO THE NCIS  
COMMITTEE OF NOMINEES TO BE GRANTED  
ACCESS TO THE NCIS

**DATE :** 07 October 2024

This is to reiterate IG Memorandum No. IG-20240105-006, dated 05 January 2024, requesting all concerned offices mandated to submit reports to the National Customs Intelligence System (NCIS) to provide the names of two (2) principal representatives and one (1) alternate, holding plantilla positions, to the NCIS Committee at [intelligencegroup16@gmail.com](mailto:intelligencegroup16@gmail.com).

In submitting nominated NCIS users, all offices are required to follow the format prescribed below:

NAME OF OFFICE								
NO.	LAST NAME	FIRST NAME	M.I	PLANTILLA / POSITION	DESIGNATION	CONTACT NO.	CUSTOMS EMAIL ADDRESS	PERMANENT (YES / NO)
1								
2								

Moreover, all offices, especially the customs districts, are reminded to indicate the specific office(s) within the port that the nominees are representing in the nomination. (Section 4.19 - Customs Districts, CMO 19-2023)

Should there be any changes in the nomination due to personnel movement, please submit the updated information to the same email address.

For your information and immediate compliance.

