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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*

02 December 2024

**CUSTOMS MEMORANDUM CIRCULAR**  
NO. 198-2024

**TO :** ASSISTANT COMMISSIONER  
ALL DEPUTY COMMISSIONERS  
ALL DIRECTORS AND DIVISION CHIEFS  
ALL DISTRICT AND SUB-PORT COLLECTORS  
ALL OTHERS CONCERNED

**SUBJECT :** REQUEST FOR CIRCULARIZATION OF LOST/MISPLACED  
ACCOUNTABLE FORM

Attached herewith is memorandum dated 20 November 2024 from Mr. Isagani D. Galsim, Chief, General Services Division forwarding the request for circularization of Bureau of Customs Form No. 177 "Informal Import Declaration and Entry" with serial nos. **9502202-9502250** and **49825052-49825100** which was reported lost/misplaced by **Mr. RICHMOND MOLINA, ADA III, Acting Collecting Officer, Port of San Fernando.**

In order to ensure that unauthorized usage thereof is avoided, it is incumbent upon the Chief of the concerned Division/Unit to keep a permanent record of all lost documents to be used as reference if secondary evidence is availed of in lieu of the lost original document, and that if recovered, the same will not be used or utilized as it is deemed cancelled.

For records purposes, please disseminate this circular throughout your respective offices and submit the necessary confirmation within fifteen (15) days from receipt hereof.

For your information and guidance.

  
**BIENVENIDO Y. RUBIO**  
Commissioner



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