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AOCG Memo No. 224-2024

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*

BOC-09-02978

**MEMORANDUM**

TO : ALL DISTRICT COLLECTORS  
ALL SUPPORT COLLECTORS

THRU : **ATTY. VENER S. BAQURIAN**  
Deputy Commissioner, AOCG

9/11/24  
: **ATTY. GENIEFELLE P. LAGMAY**  
Acting Director, POS, AOCG

RECEIVED  
CUSTOMS  
MONITORING  
BY: [Signature]  
12/05/24

FROM :   
**ATTY. NICOLAS R. KYAMKO III**  
Chief, ACDMD, POS, AOCG

SUBJECT : **REQUEST FOR DONATION FROM THE MUNICIPALITY OF  
TANAUAN, PROVINCE OF LEYTE FOR THEIR COMMUNITY E-  
CENTER**

DATE : 05 December 2024

This has reference to the letter dated 29 November 2024 from Mayor Gina E. Merilo, Municipality of Tanauan, Province of Leyte, requesting for donation of computer and printer that will support their community and enhance their capacity to provide essential ICT services and support their residents.

Relative thereto, all District Collectors and Support Collectors are hereby directed to determine the availability of the requested relevant items pursuant to Section 6.2 of Customs Administrative Order (CAO) No. 03-2020 within three (3) days from receipt hereof.

For your information and appropriate action.

BUREAU OF CUSTOMS  
AOCG  
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DEC 05 2024  
BY: [Signature] TIME: [Signature]

BUREAU OF CUSTOMS  
PORT OPERATIONS SERVICE  
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BY: [Signature] TIME: 4:20



AOCG Memo No. 224-2024 P-2

Republic of the Philippines  
Province of Leyte  
Municipality of Tanauan

BETTER BRIGHTER  
TANAUAN



**OFFICE OF THE MUNICIPAL MAYOR**

November 29, 2024

**BIENVENIDO Y. RUBIO**  
Commissioner  
Bureau of Customs  
boc.ocom@customs.gov.ph

Dear Commissioner Rubio,

Greetings!

I am writing on behalf of the Local Government Unit (LGU) of Tanauan, Leyte, to seek your kind assistance in the form of computer and printer donations for our Community e-Center.

Our Community e-Center offers free ICT programs to various sectors of our community, including out-of-school youth, persons with disabilities, senior citizens, farmer, fisherman, and women. Currently, the e-Center operates with only three computer units, which are insufficient to cater to the needs of our 54 barangays, with a total population of 65,082.

Given the high demand for our services and the limited resources available, we are in need of additional computers and printers to better serve our community. Your generous donation would greatly enhance our capacity to provide essential ICT services and support to our residents.

We would be immensely grateful for any assistance you can provide. Thank you for considering our request. We look forward to your positive response.

Sincerely,

  
**MAYOR GINA E. MERILO**