



MASTER COPY
hmb

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

05 February 2025

CUSTOMS MEMORANDUM CIRCULAR
NO. 32-2025

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 04 February 2025 from Ms. Raquel G. De Jesus, Chief, General Services Division forwarding the request for circularization of Bureau of Customs Form No. 38A "Official Receipt (BC-OR)" with serial nos. **194025401-194025450** which was reported lost/misplaced by **Ms. JOSSANE T. ARROZAL, ADA IV**, Collecting Officer, Port of Clark.

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

[Signature]
FEB 13 2025



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