



MASTER COPY

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. 35-2025

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

SUBJECT : DEPARTMENT OF FINANCE (DOF) ORDER NO. 002.2025

Attached herewith is a copy of the abovementioned subject from the **Secretary of Finance, RALPH G. RECTO** dated 30 January 2025 regarding the Updated Guidelines on DOF Travel Authorizations.

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



FEB 14 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



Republic of the Philippines
DEPARTMENT OF FINANCE
 Roxas Blvd. corner P. Ocampo St., 1004 Manila



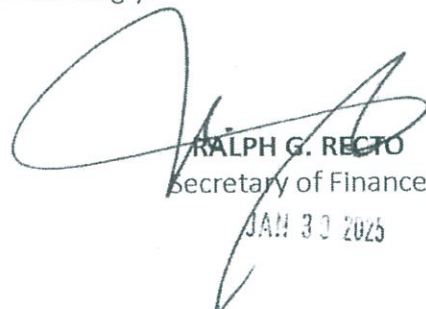
DEPARTMENT ORDER NO. 002.2025

In the interest of the service, the travel authorizations (TAs) of all officials, rank-and-file employees, and personnel under the Department of Finance (DOF), including its Operating Bureaus (OBs), Attached Agencies (AAs), and supervised Government Financial Institutions (GFIs)/Corporations shall be approved by the following DOF officials, effective immediately:

1. **Secretary of Finance:** Official and personal foreign travels of: (i) All DOF Undersecretaries and Assistant Secretaries; (ii) All Heads, including officials with the rank equivalent to Assistant Secretary and above, of the DOF's OBs, AAs, and supervised GFIs/Corporations; and (iii) All officials of the Bureau of Customs (BOC) and the Bureau of Internal Revenue (BIR);
2. **Undersecretary of the Revenue Operations Group:** Official and personal foreign travels of all rank-and-file employees and personnel of the BOC and the BIR; and
3. **Undersecretary of the Policy Development and Management Services Group:** (i) Official and personal foreign travels of all DOF Directors, rank-and-file employees, and personnel; and (ii) Official foreign travels of all other officials with the rank equivalent to Director and below of OBs, AAs, and supervised GFIs/Corporations.
4. **Assistant Secretary of the Legal Services and Local Finance Group and Assistant Secretary in charge of overseeing the operations of the Bureau of Local Government Finance:** Official and personal foreign travels of all local treasurers and assistant local treasurers of provinces, cities, and municipalities;

This Department Order (DO) amends Item 4.1 of DO No. 061.2024 and all other issuances of this Department that are inconsistent herewith are hereby deemed amended or modified accordingly. All other provisions of DO No. 061.2024 not affected by this DO shall remain effective.

All concerned shall be guided accordingly.


RALPH G. RECTO
 Secretary of Finance
 JAN 30 2025

