



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

15 February 2021

## CUSTOMS MEMORANDUM ORDER

No. 13-2021

**SUBJECT: AMENDMENT TO CMO NO. 14-2014 WITH THE SUBJECT: AUTHORITY TO RENDER OVERTIME SERVICES WITH PAY FOR THE RANK AND FILE OF THE BUREAU OF CUSTOMS (BOC)**

In order to ensure the Bureau's delivery of public service specifically in those offices rendering 24-hour service, and to ensure the submission of the Authority to Render Overtime Services (ATROS) of personnel reporting under these offices, Sub Par. 4.2 of Customs Memorandum Order No. 14-2014 is hereby amended to read as follows:

*"4.2 A daily authority for personnel to render overtime service shall be issued by the officials concerned, indicating the specific work to be done in a given day, using the template attached as Form A; provided, however, that for Personnel reporting under International Airports rendering 24-hour service, the ATROS shall be submitted on a quarterly basis (attached as Form C), signed by the District Collector unless delegated to the Heads of Office."*

Other provisions of CMO No. 14-2014 which are not affected by this Amendment shall remain in full force and effect.

For guidance and compliance.

**REY LEONARDO B. GUERRERO**  
Commissioner **MAR 16 2021**



BOC-03-09039

Bureau of Customs  
CENTRAL RECORDS MGT. DIVISION

**CERTIFIED TRUE COPY  
OF THE ORIGINAL**

**MARGARET G. MANALAYSAY**  
Administrative Officer V

*A Modernized and Credible Customs Administration That is Among the World's Best*

South Harbor, Gate 3, Port Area, Manila 1099  
8527-4537, 8527-1935 | www.customs.gov.ph | boc.cares@customs.gov.ph

**DAILY AUTHORITY TO RENDER OVERTIME SERVICES**

This is to authorize:

_____ Name of Employee	_____ Position/Designation	_____ Office/Port/Division
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To render overtime work/services on: \_\_\_\_\_

Specific work to be done/expected output:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Recommending Approval**

**Approved:**

\_\_\_\_\_  
Division Chief/Deputy Collector for  
Administration

\_\_\_\_\_  
Deputy Commissioner/Service Director/  
District Collector

Note: This should be accomplished in two (2) copies prior to rendering overtime work. Please submit the duplicate copy a day after the rendition of overtime to the HRMD in the case of OCOM, and to the Deputy Collector for Administration, in case of the Collection Districts

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This is to authorize:

_____ Name of Employee	_____ Position/Designation	_____ Office/Port/Division
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To render overtime work/services on: \_\_\_\_\_

Specific work to be done/expected output:

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