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Date FEB 11 2022

CUSTOMS MEMORANDUM ORDER
 No. 02-2022

SUBJECT: AMENDMENT TO CUSTOMS MEMORANDUM ORDER NO. 22-2021 DATED MAY 20, 2021 ENTITLED "GUIDELINES FOR SELECTION OF NATIONAL CUSTOMS SUBJECT MATTER EXPERTS, RESOURCE PERSONS, TRAINERS, AND LECTURERS, AND NOMINATION FOR THE ASEAN REGIONAL CUSTOMS EXPERTS"

Section 1. Introduction. This Customs Memorandum Order (CMO) amends CMO 22-2021 and further clarifies the definitions and qualifications of the members of the Pool of Trainers.

Section 2. Scope. This Order applies to all qualified permanent employees of the Bureau who are covered under CMO 22-2021.

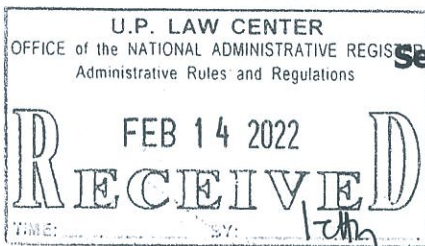
Section 3. Objectives.

- 3.1. To clearly define the specific classification of Customs employees who will form part of the Pool of Trainers; and
- 3.2. To amend the qualifications of the members of the Pool of Trainers in accordance with their respective classification.

Section 4. New Section 4 of CMO 22-2021. A new section shall be inserted to CMO No. 22-2021 to be referred to as Section 4, which provides the following:

Section 4. Definition of Terms.

- 4.1. **Subject Matter Expert (SME)** – shall refer to a person who has comprehensive and authoritative knowledge, skills, training, and experience in a particular subject matter. He/She has developed his/her expertise in a particular discipline over a long period of time and after a great deal of immersion in the topic.
- 4.2. **Resource Person** – shall refer to a person who is considered to have knowledge, technical skills, and experience in a certain area. He/She is often used as a support to others in an organization by serving as a



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source of information pertaining to a specific concept or task.


- 4.3. **Trainer** – shall refer to a person who trains people for a particular job or profession. He/She imparts technical and practical knowledge and skills to his/her trainees.
- 4.4. **Lecturer** – shall refer to a person who uses lecture or formal presentation as an instructional method in seminars, workshops, conferences, symposia, training programs, and similar activities.
- 4.5. **Understudy** – shall refer to a person who learns from another, usually a superior, in order to be able to act as a replacement of the superior/mentor. He/She learns through experience and observation to prepare himself/herself to assume the responsibilities of the superior/mentor in case the superior/mentor is absent.

Section 5. Amendment and Renumbering of Section 4, CMO 22-2021.
Section 4 of CMO No. 22-2021 is hereby renumbered as Section 5 and is amended as follows:

Section 5. Classification of the Members of the BOC Pool of Trainers. The following sets the qualification for the members of the BOC Pool of Trainers.

5.1. National Customs Subject Matter Expert.

- 5.1.1. Must have a Master's degree, a Bachelor of Laws, Juris Doctor, or equivalent;
- 5.1.2. Must have at least 10-year practical/work experience in Customs operations and functions, and policy and decision-making (e.g., head of a division or an office);
- 5.1.3. Must have at least five (5)-year experience in a particular subject matter within BOC, for those handling subject matters specifically related to core BOC functions and/or 5-year membership in committees or technical working groups relevant to the subject matter. Work experience outside BOC may be considered for those handling subject matters which are non-core BOC functions (e.g., human resource, training, budget, accounting, etc.);

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- 5.1.4.** Must have at least three (3)-year learning and development experience in any subject matter or experience in book authorship (Book authorship shall refer to publication of a book with original commentaries, annotations, and/or explanations provided by the author/s.);
- 5.1.5.** Must comply with any of the following training requirements:
 - a.** One-hundred twenty (120) hours relevant training / workshop as participant or speaker;
 - b.** Attendance in at least three (3) relevant international meetings / conventions;
 - c.** Master's Degree / Doctoral Degree relevant to the area of expertise; or
 - d.** Active membership in drafting team and review team of approved and signed Customs Administrative Order/s and/or Customs Memorandum Order/s related to the subject matter.
- 5.1.6.** Must have above average English proficiency with very satisfactory oral and written communication skills.

5.2. Resource Person, Trainer, and/or Lecturer.

- 5.2.1.** Must be a graduate of any bachelor's degree with Career Service/RA 1080 Eligibility;
- 5.2.2.** Must have at least five (5)-year practical work experience in the BOC;
- 5.2.3.** Must have at least four (4)-year experience in a particular subject matter within BOC, for those handling subject matters specifically related to core BOC functions and/or 4-year membership in committees or technical working groups relevant to the subject matter. Work experience outside BOC may be considered for those handling subject matters which are non-core BOC functions (e.g., human resource, training, budget, accounting, etc.);

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- 5.2.4.** Must have at least one (1)-year learning and development experience in any subject matter or experience in book authorship (Book authorship shall refer to publication of a book with original commentaries, annotations, and/or explanations provided by the author/s.);
- 5.2.5.** Must comply with any of the following training requirements:
- a. Eighty (80) hours relevant training / workshop as participant or speaker;
 - b. Attendance in at least two (2) relevant international meetings / conventions;
 - c. Bachelor's or Master's Degree relevant to the subject matter; or
 - d. Active membership in drafting team or review team of approved and signed Customs Administrative Order/s and/or Customs Memorandum Order/s related to the subject matter.
- 5.2.6.** Must have above average English proficiency with very satisfactory oral and written communication skills; and

5.3. Understudy.

- 5.3.1.** Must be a graduate of any bachelor's degree with Career Service/ RA 1080 Eligibility;
- 5.3.2.** Must have at least two (2)-year practical work experience in BOC;
- 5.3.3.** Must have at least two (2)-year experience in a particular subject matter within BOC, for those handling subject matters specifically related to core BOC functions and/or 2-year membership in committees or technical working groups relevant to the subject matter. Work experience outside BOC may be considered for those handling subject matters which are non-core BOC functions (e.g., human resource, training, budget, accounting, etc.);
- 5.3.4.** Must comply with any of the following training requirements:

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- a. Forty (40) hours relevant training / workshop as participant;
- b. Attendance in at least one (1) relevant international meetings / conventions; or
- c. Bachelor's or Master's Degree relevant to the subject matter.

5.3.5. Must demonstrate teaching skills (i.e., 30-minute presentation); and

5.3.6. Must be proficient in English with very satisfactory oral and written communication skills.

Members of the BOC Pool of Trainers shall be assessed and classified annually based on the abovementioned qualification to complete and regularly update the roster of National Customs Subject Matter Experts, Resource Speakers, Trainers, Lecturers, and Understudies.

Section 6. Renumbering of Sections 5 to 13 of CMO No. 22-2021. Sections 5 to 13 of CMO No. 22-2021 is hereby renumbered as Sections 6 to 14, respectively.

Section 7. Repealing Clause. Section 5 of CMO No. 22-2021 and other Orders which are inconsistent herewith are hereby repealed or modified accordingly.

Section 8. Effectivity Clause. This Order shall take effect immediately.

REY LEONARDO B. GUERRERO

Commissioner



BOC-03-12287

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