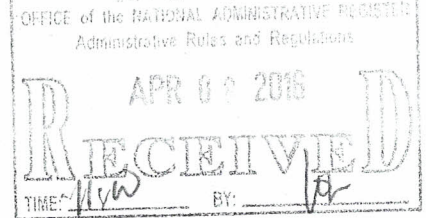


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Republic of the Philippines
Department of Finance
Bureau of Customs
Manila 1099



March 11, 2016

CUSTOM MEMORANDUM ORDER (CMO)

NO. 8 - 2016

TO : TO ALL DEPUTY COMMISSIONERS, DISTRICT COLLECTORS, DEPUTY COLLECTORS, DIVISION CHIEFS, DESIGNATED AND DETAILED OFFICIALS, APPOINTED ORGANIC PERSONNEL AND EMPLOYEES UNDER CONTRACT OF SERVICE

SUBJECT : THE BUREAU WIDE IMPLEMENTATION OF THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) FOR THE CY-2016 UTILIZING THE PUBLIC KEY INFRASTRUCTURE (PKI) AND THE DIGITAL SIGNATURE

1 Scope and Coverage

1.1 The provisions of this order covers all employees stated on subject rendering official functions at the Bureau of Customs (BOC); and

2 General Principles

2.1 This CMO is referenced to the following:

2.1.1 Section 33, Chapter 5, Book V of Executive Order No. 292 *Establishment of Performance Evaluation System*;

2.1.2 Administrative Order No. 25 dated December 21, 2011 establishing "a unified and integrated Results-Based Performance Management System (RBPMS) across all departments and agencies within the Executive Branch of Government incorporating a common set performance scorecard, and creating an accurate, accessible, and up-to-date government-wide, sectoral and organizational performance information system."

2.1.3 Civil Service Commission (CSC) Memorandum Circular (MC) No. 6, series of 2012 "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)"

2.1.4 Department of Budget and Management (DBM) MC 2013-01 on Guidelines on the Grant of the Performance-Based Incentives for Fiscal Year 2013 under Executive Order No. 80;


2.1.5 CMO 05-2015 dated January 29, 2015 on the implementation guidelines of "The Bureau of Customs Strategic Performance Management System";

2.1.6 Laws, Rules, Regulations and Customs Memoranda referring to the implementation of the Public Key Infrastructure and the Digital Signature:

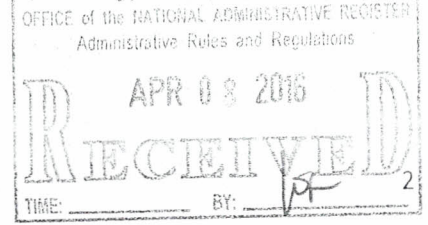
2.1.6.1 Section 8 of Republic Act No. 8792 or the Electronic Commerce Act of 2000 provides for the legal recognition of electronic signatures and imposes strict requirements before an electronic signature qualifies as a handwritten signature;

2.1.6.2 Executive Order No. 810, s. 2009 "Institutionalizing the certification scheme for digital signatures and directing the application of digital signatures in e-government services.";

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2.1.6.3 Customs Personnel Order (CPO) No. C-90-2015 dated August 12, 2015 Public Key Infrastructure (PKI) "Certification and Digital Signature Orientation and Enrolment"; and

2.1.6.4 Unnumbered Memorandum dated January 26, 2016 on Public Key Infrastructure (PKI) Certification and Digital Signature Enrolment.

2.2 Objectives

2.2.1 Institutionalize the SPMS in all offices of the BOC according to the provisions of CSC MC No. 6 - 2012; and

2.2.2 Utilize the PKI and the Digital signature in the legality of the submission of the SPMS forms.

3 Implementing Guidelines of the BOC-SPMS

3.1 Composition of the BOC - Performance Management Team (PMT) and the UNIT-PMT

3.1.1 In line with CSC MC 06-2012 Section V¹, consequently amending CMO 5-2015 Section 2, the composition of the BOC Performance Management Team (BOC-PMT) for shall be composed of the following:

Bureau of Customs - Performance Management Team	
Chairperson	Deputy Commissioner Internal Administration Group
Vice Chairperson	Management Information Systems and Technology Group
Members	
Division Chiefs or Highest Ranking Personnel of the following offices: Human Resource Management Division Interim Training and Development Division Planning and Policy Research Division Budget Division	
Rank and File Representations: President - Bureau of Customs Employees Association (BOCEA) Alternate for BOCEA President	
Secretariat	
Chief - Central Records Management Division (CRMD) CRMD Personnel	

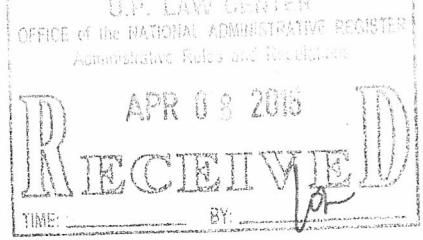
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¹ "Performance Management Team (PMT). A PMT shall be established in every agency preferably with the following composition:

- 1) Executive official designated by the Head of Agency as Chairperson;
- 2) Highest Human Resource Management Officer or the career service employee directly responsible for human resource management;
- 3) Highest Human Resource Development Officer or the career service employee directly responsible for personnel training and development;
- 4) Highest Planning Officer or the career service employee directly responsible for organizational planning;
- 5) Highest Finance Officer or the career service employee directly responsible for financial management; and
- 6) President of the accredited employee association in the agency or the authorized alternate representative. In offices where there are no accredited or recognized employee associations/unions, the rank and file representative shall be chosen through a general election or assembly."

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3.1.2 The composition of the UNIT-PMT for the offices under the Office of the Commissioner and Collection District offices shall follow the personnel line up as cited in CMO 5-2015. The UNIT-PMT line-up shall be submitted to the Planning and Policy Research Division (PPRD) through the IAG on or before March 15, 2016 duly signed by the functional group heads.

3.2 Submission of SPMS forms through the utilization of PKI Digital Signature

3.2.1 The SPMS Office Performance Review and Commitment (OPCR) forms and the Individual Performance Review and Commitment (IPCR) forms shall be transmitted accordingly:

3.2.1.1 Scanned copies of OPCR and IPCR forms in pdf format shall be transmitted through the BOC's email (customs.gov.ph) with digital signatures by the heads of the offices who are already enrolled in the PKI system to all of the following:

- a. Internal Administration Group
- b. Planning and Policy Research Division
- c. Human Resource Management Division
- d. Interim Training and Development Division

3.2.1.2 Hard copies shall be sent through mail or courier in cases where internet connections are not available.

3.2.2 Dates of Submission of the OPCR and IPCR

3.2.2.1 The deadline for the Submission of Commitments for CY-2016 shall be on April 15, 2016. The deadlines for the Submission of Commitments for the succeeding years shall be done on or before the 15th of December of every calendar year.

3.2.2.2 Submission of the duly rated OPCR and IPCR shall be done on or before the 30th of June and the 31st of December of every calendar year.

3.3 PKI Enrollment of Heads of Offices, Digital Signature and Internet Connectivity

In line with the previous section, the Management Information and Technology Group (MISTG) shall ensure the following:

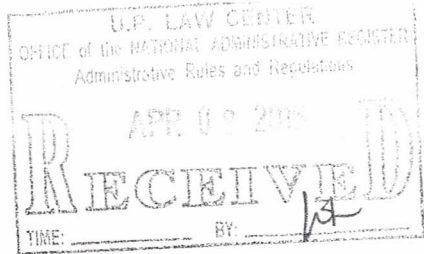
3.3.1 The mandatory enrollment in the PKI providing the Digital Signatures to:

- 3.3.1.1 Deputy Commissioners;
- 3.3.1.2 Service Directors;
- 3.3.1.3 District Collectors;
- 3.3.1.4 Deputy Collectors;
- 3.3.1.5 Division Chiefs;
- 3.3.1.6 District Commanders under Intelligence Division and Customs Police Division; and

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- 3.3.1.7 Supervisors and other employees who regularly transmit official reports and correspondences by email.
- 3.3.2 Internet connectivity to all offices of the BOC. In cases where the BOC IT infrastructure is not available, the MISTG shall provide alternative internet to all heads of the offices who are tasked to transmit SPMS forms. The following internet subscriptions shall be made available depending on availability and services quality of the internet service providers (ISP) in the office vicinity:
- 3.3.2.1 Prepaid mobile wifi routers where internet load shall be provided monthly or regularly by petty cash officers of the concerned groups of offices;
- 3.3.2.2 Postpaid mobile wifi routers where subscription payment shall be drawn from the approved budget of the MISTG; and
- 3.3.2.3 Fixed landline connected DSL/ADSL internet service where subscription payment shall be drawn from approved budget of MISTG.
- 3.3.3 Mandatory trainings for heads of offices and their staff in utilizing the email infrastructure of the BOC. These trainings should also provide the importance of confidentiality, non-transferability and privacy of the usage of Digital Signatures.
- 3.3.4 Compulsory training of all heads of offices on Microsoft Office products: Word, Excel, Outlook and MS Projects.
- 3.3.5 Availability of computer desktops and or laptops for all heads of offices.
- 3.4 SPMS Workshops and Trainings based on the Defined SPMS Cycles in CSC MC 6-2012 and CMO 15-2015
- 3.4.1 The Planning and Policy Research Division (PPRD), Interim Training and Development Division (ITDD) and the Human Resource Management Division (HRMD) shall draft a project implementation plan according to the SPMS Cycle.
- 3.4.2 Responsible Offices in the Conduct of Training and Workshops of the four phases of the SPMS Cycle based on the aforementioned CSC and BOC rulings.
- 3.4.2.1 Phase 1 - Performance Planning and Commitment. PPRD shall be responsible in project implementation plan in all groups of offices at the beginning of the performance period.
- 3.4.2.2 Phase 2 - Performance Monitoring and Coaching. The ITDD and the HRMD shall take the lead role in setting up of schedules of monitoring and coaching as defined in CSC MC 6-2012 and CMO 15-2015.
- 3.4.2.3 Phase 3 - Performance Review and Evaluation. The PPRD and the HRMD shall be the responsible offices in ensuring that the evaluation and review of the rating of accomplishments has followed the set standards of measurements.
- 3.4.2.4 Phase 4 - Performance Rewarding and Development Planning. The ITDD and the HRMD in accordance with CSC and BOC rulings on SPMS shall develop before and during the performance period and shall adapt and adjust schedules as the need arises.

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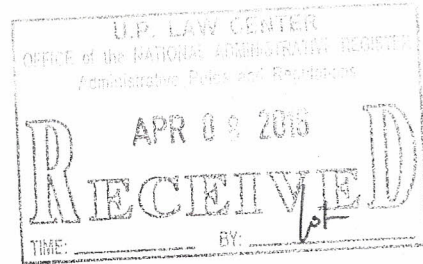
- 3.4.2.5 All request for deviation and other suggestions in the conduct of workshops, seminars and training related to SPMS shall be strictly done in coordination with the PPRD and the CRMD.
- 3.4.3 For CY-2016 the SPMS workshops and trainings is on ANNEX A. Be guided accordingly. Any request for change of schedule shall be properly coordinated with the PPRD through the IAG.
- 3.5 Accomplishments of OPCR Forms' Matrix.
 - 3.5.1 Core Functions Section
 - 3.5.1.1 All heads of offices shall determine all their mandated functions based on the provisions of the laws, rules, regulations and Customs issuances that created their offices, divisions and units. These shall be written on the OPCR's "Core Functions" section.
 - 3.5.1.2 Administrative functions of every office shall also be written down as part of this section.
 - 3.5.1.3 The PPRD shall review and ensure that all mandated functions of every office are written on the aforementioned section.
 - 3.5.2 Strategic Function Section
 - 3.5.2.1 The following matrix shall be the guide in accomplishing the Strategic Function Section of the OPCR:

Type	Remarks	Responsible Office / Personnel
Implementation of New Policies	New policies defined in the OPCR must be related to the mandate	Head of the office and assigned personnel.
Additional office equipment, furniture and fixture		General Services Division (GSD)
Communications and Information Technology (CIT) hardware and software		GSD and/or MISTG
Structural programs: Construction of new building, renovation and repairs		GSD
Function Specific Trainings		ITDD
Additional Personnel		HRMD
Other requests related to the optimal performance of the mandated or core functions		

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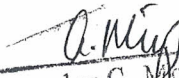
All orders inconsistent herewith are deemed repealed, modified or revoked as the case maybe. This order shall take effect immediately and shall last until revoked.


ALBERTO D. LINA
Commissioner



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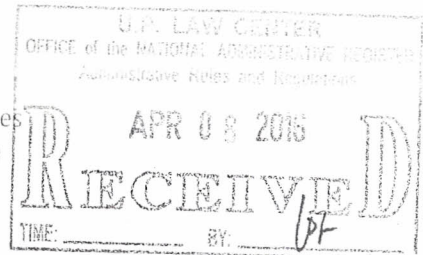
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ANNEX "A"

SCHEDULE OF SPMS WORKSHOPS AND TRAINING

Collection Districts	From	To
Port of Davao	21 March, 2016	23 March, 2016
Clark International Airport	29 March, 2016	31 March, 2016
Port of Legazpi	05 April, 2016	06 April, 2016
Port of Batangas	12 April, 2016	13 April, 2016
Port of Cebu	19 April, 2016	20 April, 2016
Port of Iloilo	26 April, 2016	27 April, 2016
Port of Tacloban	03 May, 2016	04 May, 2016
Port of Surigao	10 May, 2016	11 May, 2016
Port of Cagayan de Oro	17 May, 2016	18 May, 2016
Port of Zamboanga	24 May, 2016	25 May, 2016
Port of Subic	31 May, 2016	01 June, 2016
Port of Manila	07 June, 2016	08 June, 2016
Port of Limay	14 June, 2016	15 June, 2016
Port of Aparri	21 June, 2016	22 June, 2016
Ninoy Aquino International Airport	28 June, 2016	29 June, 2016
Port of San Fernando La Union	05 July, 2016	06 July, 2016
Manila International Container Port	12 July, 2016	13 July, 2016

Offices under the Office of the Commissioner	Date
Internal Administration Group and Revenue Collection Monitoring Group	04 April, 2016
Intelligence Group and Enforcement Group	18 April, 2016
Management Information System Technology Group	02 May, 2016
Assessment and Operations Group	16 May, 2016

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