



MEMORANDUM

FOR : **ALL OFFICIALS AND EMPLOYEES**

FROM : 
DONATO B. SAN JUAN
Deputy Commissioner
Internal Administration Group

SUBJECT : Amendment to the Memorandum on the Prescribed Format for Post-Training/Seminar/Workshop Participation Report dated November 28, 2019

DATE : January 14, 2019

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- 1.0 This refers to the Memorandum dated November 28, 2019 issued by this Office regarding the prescribed format for Post-Training/Seminar/Workshop Participation Report.
 - 2.0 This is to amend previous instruction to submit Post-Participation Report to the Office of the Commissioner (OCOM), copy furnished the Interim Training and Development Division (ITDD), Internal Administration Group (IAG), not later than three (3) days after the program for local participation and not later than five (5) days for international participation.
 - 3.0 Only Post-Participation Reports to international trainings/seminars/workshops must be submitted to the OCOM, copy furnished ITDD, IAG. As for local trainings/seminars/workshops, reports must be submitted directly to the ITDD, IAG.
 - 4.0 For your information and strict compliance.



MEMORANDUM



BOC-03-04001

TO : ALL OFFICIALS AND EMPLOYEES

FROM : *Handwritten signature*
DONATO B. SAN JUAN
Deputy Commissioner
Internal Administration Group

SUBJECT : Prescribed Format for Post-Training/Seminar/Workshop
Participation Report

DATE : November 28, 2019

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- 1.0 In line with continuous effort to monitor and improve training and development programs for Bureau of Customs personnel, all officials and employees attending local and international trainings, seminars, or workshops are directed to use the attached prescribed Post-Participation Report format.
 - 2.0 Post-Participation Report must be submitted to the Office of the Commissioner, copy furnished the Interim Training and Development Division (ITDD), Internal Administration Group, not later than three (3) days after the program for local participation and not later than five (5) days for international participation.
 - 3.0 Please note that post-participation report shall form part of the requirements for the issuance of Certificate of Completion for trainings provided by the Bureau of Customs and processing of training expense reimbursements and liquidation.
 - 4.0 For compliance.



POST-PARTICIPATION REPORT

PROGRAM TITLE:

DATE:

VENUE:

ORGANIZER/FACILITATOR:

RESOURCE SPEAKERS:

ATTENDEES *(Number and short description or profile of other participants):*

PROGRAM DESCRIPTION AND OBJECTIVE/S

(Brief description of the training/seminar/workshop, including specific learning objectives)

Write text here...

DISCUSSION AND ACTIVITIES

(Details of the contents of the program, including outline of the activities done and topics discussed)

Write text here...

PARTICIPANT'S EXPERIENCE

(Discussion of the participant's experience for the duration of the program covering important aspects such as interaction with co-participants, resource speakers, hosts, facilitators, etc; exposure to other organizations, country, culture, processes, etc.)

Write text here...

PARTICIPANT'S LEARNINGS

(Discussion of important knowledge, skills, attitude, or insights learned or gained by the participant that would be useful in the performance of his/her duties/functions)

Write text here...



RECOMMENDATION

(Recommendations for the Interim Training and Development Division and the Agency based on the participant's experience and learnings)

Write text here....

CONCLUSION

Write text here....

ANNEXES

(Report should include the following annexes:

- 1. Available training materials distributed to the participants; and*
- 2. Pictures from the training, if any)*

Write text here....

Prepared by:

Approved by:

PARTICIPANT'S NAME

Position
Office

PARTICIPANT'S SUPERVISOR/CHIEF

Position
Office