



Republic of the Philippines
 Department of Finance
BUREAU OF CUSTOMS
 MANILA 1099

MEMORANDUM

TO : All Deputy Commissioners
 All Service Directors
 All District Collectors
 All Port/Sub-Port Collectors
 All Division Chiefs / Equivalent Units

FROM : REY LEONARDO B. GUERRERO
 Commissioner *JAN 24 2019*

SUBJECT : SUBMISSION OF ACCOMPLISHMENT REPORT/ INPUTS
 TO THE 100 DAYS REPORT

DATE : 16 January 2019

-
- 1.0) The Office of the Commissioner, through the Public Information and Assistance Division, is now in the process of preparing the **100 Days Report**.
 - 2.0) In this regard, all concerned are required to **submit on or before 25 January 2019 their respective accomplishment reports** on all program and projects undertaken from October 31, 2018 to January 25, 2019 and **other relevant inputs** not included in below listed requirements.
 - 3.0) **The accomplishment reports of each group and/or district should include the accomplishments of the unit/office/division or port/sub-port under them.** Bullet points indicating salient or pertinent information shall suffice, without the need to submit lengthy articles in paragraph format.
 - 4.0) Accordingly, reports/inputs required are the following:
 - a.) **Revenue Collection Monitoring Group**
 1. Operation highlights
 - a. Revenues and sources of revenue growth
 - Collections
 - Top Performing Ports
 - Auctions & Negotiated Sales
 2. Tax Credit Certificates/Tax Refund
 3. Anti-smuggling



Republic of the Philippines
 Department of Finance
BUREAU OF CUSTOMS
 MANILA 1099

- a. Litigation/BATAS CASES
- Number of cases
 - Status/Progress of cases
 - Wins

b.) Assessment & Operations Coordinating Group

1. Operational highlights
 - a. Revenues and sources of revenue growth
 - Collections
 - Auctions & Negotiated Sales
2. Policy changes and reforms
 - a. New issuances and rules
3. Progress/Accomplishment Report on selected major policy reform(s)
4. Trade Facilitation
 - Bilateral/ Multilateral agreements and areas of cooperation
 - International relations/ meetings
 - Regional integration- concrete steps/ policies implemented

c.) Intelligence Group

1. Operational highlights
 - a. Anti-smuggling & border security
 - Apprehensions/Seizures*
 - Alert Orders*

*** Please see Item No. 5**

- b. Inter-agency cooperation and coordination

2. a. Number of accredited importers and brokers and reform processes on Importer/broker accreditation process
- b. Number of suspended/cancelled importers'/brokers' accreditation

d) Enforcement Group

1. Operational highlights
 - a. Anti-smuggling & border security
 - Apprehensions/Seizures*
 - Alert Orders*

*** Please see Item No. 5**

- b. Inter-agency cooperation and coordination

e.) Management Information System & Technology Group

1. Automation, IT and new tools of work



Republic of the Philippines
 Department of Finance
BUREAU OF CUSTOMS
 MANILA 1099

- a. New computers/hardware and software
- b. New system processes/upgrade
- c. Progress Report on 1-Assessment & i-Track
2. Top 10 Import Commodities by Volume and Value (Duties and Taxes)

f.) Internal Administration Group

1. Human Resources and Management Division
 - a. Hiring and Promotion
 - b. Number of employees reshuffled, relieved, suspended, dismissed from service, with administrative cases
 - c. Employee Welfare Initiatives
2. General Services Division
 - a. Status of major procurement for the Bureau's improved operations
3. Central Records Management Division
 - a. List of Issuances
4. Interim Training and Development Division
 - a. Gender and Development
 - b. Trainings and other capacity-building programs/projects
 - c. Customs Training Institute
5. Planning and Policy Research Division
 - a. Progress/Accomplishment Report on Time-Release Study

g.) Collection Districts

1. Operation highlights
 - a. Revenues and sources of revenue growth
 - Collections
 - Auctions & Negotiated Sales
 - Balikbayan boxes (Number of shipments and balikbayan boxes/number of consignees/amount of duties and taxes collected)
 - b. Anti-smuggling & border control
 - Alert Orders*
 - Apprehensions/Seizures*

*** Please see Item No. 5**

2. Automation, IT and new tools of work
 - a. New computers/hardware and software
 - b. New investments in offices, vehicles, etc.
3. Human Resources



Republic of the Philippines
 Department of Finance
BUREAU OF CUSTOMS
 MANILA 1099

- a. Trainings and other capacity-building programs/projects
- b. Hiring
- c. Gender and Development/Employee Welfare

h) External Affairs Office

- a. Trade facilitation
 - Bilateral/Multilateral agreements and areas of cooperation
 - International relations/meetings
 - Regional integration—concrete steps/policies implemented

i) CMTA-IRR PMO

- a. Status of Customs Administrative Orders as Implementing Rules and Regulations of the CMTA

j) X-ray Inspection Project Office

- a. Apprehensions made as a result of x-ray scanning (in coordination with the port concerned to avoid duplication of reports)
- b. List of new equipment acquired whether from procurement or donation and areas of deployment of new equipment

- 5.0) The reports **MUST BE SUBMITTED VIA EMAIL** to piad@customs.gov.ph (in soft copies, via Word/DOC file attachment). Please do **not** send PDF or JPEG files as these cannot be edited.

Copies of photos must be emailed as well in their original format (JPEG/GIF/PNG), and should not be pasted in a Word/DOC/PDF file.

***Important: For reports on apprehensions, seizures, alert orders, please STRICTLY FOLLOW the Excel format hereto attached.**

Collection districts, CAIDTF, Enforcement Group & XIP shall have to coordinate so that there will be no duplication of reports on seizures.

- 6.0) Should you have any concerns or clarifications, please feel free to contact Ms. Connie Villanueva (09257052199) or Karren Noronio (09173052661).
- 7.0) For strict compliance.