

2019-09-022



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

MASTER COPY

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MEMORANDUM

TO : **ALL DISTRICT COLLECTORS AND
DIVISION CHIEFS**

FROM : **DONATO B. SAN JUAN**
Deputy Commissioner, IAG
and Acting Chief-of-Staff, OCOM

SUBJECT : **Submission of Training Requirements per
Position/Function**

DATE : September 16, 2019

1. In order to rationalize the training programs of the Bureau, each Division and Collection District is directed to identify the training requirements of each of the position/function in their respective office by accomplishing the attached Training Requirements Form (*Annex "A"*).
2. The training requirements shall be in line with the functions under each position and shall be able to address the skill gap which is necessary in carrying out their duties and responsibilities to help the office to achieve its goals.
3. Further, trainings that are required for taking a higher position shall be included.
4. You are all enjoined to submit a hard copy of the accomplished Training Requirements Form of all positions/functions in your respective offices to the Internal Administration Group, and a soft copy of the list to hrmd@customs.gov.ph and [hoc-itdd@customs.gov.ph](mailto:boc-itdd@customs.gov.ph) on or before September 24, 2019.
5. For strict compliance.



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**INTERIM TRAINING AND DEVELOPMENT DIVISION
TRAINING REQUIREMENTS FORM**

The Bureau of Customs Interim Training and Development Division (ITDD) is conducting a Training Requirements Identification to determine the learning and development interventions needed by the employees to enhance their skills and knowledge towards a more efficient and effective Customs Service.

In line with this, all BOC District Collectors and Division Chiefs are enjoined to identify the position training requirements for ALL positions within their office, and fill out this Training Requirements Form which shall serve as a data-gathering tool for the above-mentioned undertaking.

PORT / DIVISION _____

DATE _____

Position/ Function/ Designation	Trainings Required	Justification
<i>Example: COO I / Acting Examiner</i>	<i>Passenger Service training</i>	<i>Examines and classifies imported and exported articles, parcels and merchandise or pieces of baggage of incoming and outgoing passengers and crew members</i>
<i>Example: Admin Officer I / Records Officer</i>	<i>Records management training</i>	<i>Admin officers need to know how to maintain and keep records as per Records Management and Archives Office (RMAO)</i>


