



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
Manila 1099


CUSTOMS TRAINING CIRCULAR
NO. CTC - 002 - 2019

May 15, 2019

TO : All Customs Officials and Employees
SUBJECT : Virtual Customs Orientation Academy (VCOA)

- 1.0 This is to inform that this Bureau is being invited by World Customs Organization (WCO) through Ms. Arlene R. Gonzales – Macaisa, Acting Head of Office, Office of United Nations and International Organizations, Department of Foreign Affairs to attend the **10th Session of the Virtual Customs Orientation Academy (VCOA) of the World Customs Organization (WCO)**, intended for English-speaking Customs officers, will be held from 2 September to 6 December 2019.
- 2.0 The VCOA aims to provide newly recruited customs officials with basic customs knowledge and skills through a tutored curriculum. The course introduces the core roles and functions of customs officials, the principles and practices of customs procedures and the main international conventions and instruments. A detailed brochure of the VCOA is attached as “Annex A”.
- 3.0 In view thereof, WCO invites a **maximum of five (5) newly recruited officials** who meet the following criteria:
 - a. Newly-recruited Customs official having less than four years of service in Customs;
 - b. Proficiency in both written and spoken English;
 - c. Good computer skills and having access to the internet;
 - d. Maximum age if 35 years;
 - e. Available during the whole period of the VCOA session and able to devote the necessary time (minimum of five hours per week);
 - f. Accept and sign the Virtual Customs Orientation Academy Charter; and
 - g. Received their administrations approval to enroll into the VCOA.
- 4.0 Aspiring candidates for the application may forward their accomplished application forms in English attached as “Annex B” at the 2nd floor of ESS Building, Bureau of Customs, Gate 3, South Harbor, Port Area, Manila not later than **June 7, (Friday)** (no application will be accepted after that deadline). The secretariat will invite the candidates to complete an online questionnaire on July 5, 2019 after receiving the application forms. The selected candidates will be informed on July 26, 2019 via e-mail.

- 5.0 In addition, WCO is also requesting for one or more **WCO accredited expert in the Bureau** to guide and assist participants in this new session of the VCOA. In order to ensure a smooth collaboration during the 10th session of the VCOA, the academy coordinator will set up a training session gathering the accredited experts prior to its commencement depending of their availability. This is to activate participation of accredited experts and to ensure that the VCOA benefits from the highest level of expertise when tutoring and mentoring the selected new officials.
- 6.0 The Accredited Experts shall be:
- a. A WCO Accredited expert in a specific area;
 - b. A senior customs officer with a thorough knowledge of Customs operations as well as experience in training;
 - c. Available during the 14 weeks of Academy's studies and be comfortable with distance learning environment;
 - d. Able to assist candidate's with content-related questions;
 - e. Able to review assignments; and
 - f. Able to facilitate discussions on some of the implementation challenges faced in the field.
- 7.0 It is estimated that the tutorship role assigned to each accredited expert requires 4 full working days on a period of 15 days.
- 8.0 Interested parties who are Accredited Experts who wants to apply to this program shall inform the Interim Training and Development Division (ITDD) on or before **June 7, 2019 (Friday)**.
- 9.0 For more information you may contact the Interim Training and Development Division at (02) 527-4642 for telephone number or 09171479679 for cellphone number.
- 10.0 For your information.


DONATO E. SAN JUAN
Deputy Commissioner, IAG