



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
MANILA 1099

**MEMORANDUM****February 17, 2016**

**For** : **All Deputy Commissioners**  
**All District Collectors and Sub-Port Collectors**  
**All Concerned Customs Personnel**

**SUBJECT** : **2016 BOC Administrative Officers Workshop**

---

- 1.0 In order to support the theme of the 114<sup>th</sup> Founding Anniversary of the Bureau, "Pag-kakaisa Tungo sa Pagsibol ng Makabagong Aduana", the Internal Administration Group is organizing the BOC Administrative Officers Workshop to be held on March 3-4, 2016.
- 2.0 In view thereof, attached is the proposed training plan for 2016 prepared by the Interim Training and Development Division (ITDD) for your information and comment. In order to cater to the diversified needs of your respective personnel, we would like to request for your suggestion on other possible trainings that need to be considered by the training division.
- 3.0 To facilitate the management of these trainings, we would like to request you to identify prospective candidates/nominees to these trainings by accomplishing the attached nomination forms.
- 4.0 Kindly submit accomplished forms not later than February 26, 2016 for collation and inclusion in the ITDD training plan to this office copy furnished the ITDD.
- 5.0 For your guidance.

  
**EXEQUIEL C. CEMPRON**  
Officer-In-Charge  
Deputy Commissioner  
Internal Administration Group

BUREAU OF CUSTOMS  
EXEQUIEL C. CEMPRON  
OIC - Deputy Commissioner  
Internal Administration Group

2016-006024

17 FEB 2016

**BOC ITDD LIST OF PROPOSED TRAININGS FOR 2016**

	GENERAL DESCRIPTION	Comment
	<b>A. Annual Organizational Workshops/Activities (General)</b>	
A	BOC Executive Strategic Planning Workshop c/o (PPRD/Office of the Commissioner)	
A	BOC StratPlan Cascading Workshops (Tactical Plans to implement strategic plan)	
A	CSC Strategic Performance Management System (SPMS) Workshop	
A	Strategic Performance Management System (SPMS) Cascading Workshop	
A	Teambuilding Activities (incorporated in strategic and planning workshops)	
	<b>B. GAD Trainings/Workshop/Seminars</b>	
B	Awareness Seminar on LGBTs	
B	GAD Focal Point System's Assembly for the Last Quarter of CY 2016	
B	GAD Planning and Budgeting	
B	Gender Sensitivity Training	
B	Gender Sensitivity Training (Train the Trainers)	
B	GPB Forum by WAGI	
B	GST "For Men Only"	
B	Orientation on the Media and Gender Equality Guidelines and "Gender Fair Language"	
B	Seminar on Gender and Development for Mid Management/Executive Level Officials	
B	Symposium for Women's Month	
B	Training on the Development of KM System on GAD	
B	Training Workshop on the Development of GAD Framework using RBM (Part II)	
B	Training Workshop on Gender Analysis and Orientation on the Gender Mainstreaming Evaluation Framework	
B	Training/Workshop on the Harmonized Gender and Development Guidelines and GAD Strategic Planning	
B	Workshop on GO/GST/Stress Management	
B	VAWC and Anti-Sexual Harassment	
	<b>C. Mandatory Trainings for Supervisors</b>	
C	CSC Supervisory Development Course 1	
C	CSC Supervisory Development Course 2	
	<b>D. Required Trainings for all Employees (as appropriate)</b>	
D	(DOST/MISTG) Public Key Infrastructure Orientation	
D	(DOST/MISTG) Public Key Infrastructure Technical Training	
D	Anti-Corruption Seminar	
D	Anti-Fixing and Anti-Red Tape Act (ARTA Law) Seminar	
D	CSC Basic Customer Service Skills Seminar	
D	CSC Orientation Seminar on the Framework Convention on Tobacco Control Art.5.3 and JMC No. 2010-01 (Special Project)	
D	CSC Seminar on Unionism	
D	CSC-CSI Leadership and Foundation Programs (Ethical Leadership, Mentoring and Coaching for Leaders, SPMS for Leaders, Succession Planning for Leaders, Knowledge Management for Leaders, Leadership Series Theme: Servant Leadership)	
D	Induction/Orientation Program for New Employees	
D	National Archives of the Philippines (NAP) Seminar-Workshop on the Core Functions of Records Management	
D	Seminar on 5S Methodology implementation in the Workplace	
D	Seminar on Effective Business Writing	
D	Values Formation Workshop Series 1 & 2	
D	Seminar on Personality Development	
D	Training on Quality Management System (QMS) (Project Monitoring Office)	
D	Seminar on Statement of Assets, Liabilities and Net Worth (SALN)	



	GENERAL DESCRIPTION	Comment
	<b><i>E. Administration &amp; Financial Management Trainings</i></b>	
E	BOC Leave and Retirement Computation (HRMD/GSIS)	
E	Briefing on Electronic Modified Disbursement Scheme (eMDS)	
E	Capacity Building Workshop for Administrative Officers (Budget, Personnel, Procurement, Collection/Cashiering)	
E	CSC Enhanced Training on Appointments Preparation	
E	CSC Leave Administration Course for Effectiveness	
E	CSC Personnel Management Seminar	
E	CSC Seminar-Workshop on Administrative Justice	
E	CSI-CSI Human Resource Management Programs (Learning Measurement & Evaluation, Learning and Development Planning, Strategic HR, Recruitment, Selection and Placement System, Workplace Learning & Development Program, Employee Relations Program)	
E	Financial Management Training 1	
E	DBM Seminar on Procurement	
E	Seminar on Conducting Administrative Investigation	
E	Seminar on Financial Statement Analysis	
E	Seminar/Workshop on Enhancing the Integrity of Government Records	
	<b><i>F. Customs Technical Trainings</i></b>	
F	Basic Training on Mobile X-ray Scanning	
F	Basic/Advance Training Workshop on the Rules of Origin (ROO) and Free Trade Agreements (FTAs)	
F	Basic/Intermediate/Advance Valuation Course	
F	Basic/Refresher Course on Airport Operations	
F	Basic/Refresher Course on Assessment	
F	Basic/Refresher Course on Intelligence and Enforcement	
F	Basic/Refresher Course on Port Operations	
F	Basic/Refresher Course on Warehousing	
F	Seminar on Customs Bonded Warehouse Operations	
F	Seminar on Customs Equipment Training (Refresher Course)	
F	Seminar on Customs Police Training 1 & 2	
F	Seminar on Dangerous Drugs, Chemicals and Controlled Precursors	
F	Seminar on Incoterms	
F	Seminar on Intellectual Property Rights	
F	Seminar on the Computation (e.a Excise Tax, etc)	
F	Seminar on the Self-Certification	
F	Seminar on Valuation & Import Assessment for Enforcement Officers	
F	Seminar Workshop on Commodity Identification Training	
F	Seminar Workshop on Detection of Violation and Evidence Gathering in Customs Cases	
F	Seminar Workshop on GSP +	
F	Seminar Workshop on Investigation Techniques and Report Writing	
F	Training on MISTG E2M	
F	Training Workshop on the ROO for verification procedures of the Certificate of Origin on PJEPA and other Free Trade Agreements	
F	Trainings on Green Customs Advocacy (ODS, Ivory Identification, Hazardous Chemicals and Wastes and other Environmental concerns)	



	GENERAL DESCRIPTION	Comment
	<b>G. Special Trainings to be provided by Other Agencies as required</b>	
G	Development Sandbox Training	
G	Emerging Maritime Security Challenges Course	
G	Export Control and Related Border Security Training, Counter Proliferation Investigation	
G	FDA-BOC Regulatory Alignment and Cooperation Training	
G	Fraudulent Document Recognition Train the Trainer	
G	Geospatial Intelligence: Leveraging Technology for Operational Agility	
G	GSIS Seminar for Retirees	
G	Information Session on Self Certification under ASEAN Trade in Goods	
G	International Seaport Interdiction Training	
G	Investigating Cybercrimes: Focus on Electronic Evidence	
G	Maintaining Integrity in a Global Environment Training	
G	Mark Logic Training	
G	National Capacity Building for Enforcement Officers on Controlling Illegal Trade in Chemicals and Waste in the Philippines	
G	National Workshop on Counterfeiting Piracy and Border Measures	
G	National Workshop on Understanding the Protocol for the Legal Framework to Implement the ASW	
G	Operational Workshop on Cross Border Financial Investigations	
G	Orientation Seminar for Amateur Radio	
G	Red Cross First Aid Training for Office Employees and Basic Life Support Adult CPR for Lay Rescuer	
G	Seminar on Targeting Risk Management	
G	Seminar on the Implementation on the use of the Government Accounting Manual (GAM)	
G	Seminar on the updates and walk through on the use of the eTRA System	
G	Seminar/Workshop Program for the Elderlies and Person with Disabilities	
G	The Philippine Strategic Trade Control Enforcement Workshop	
G	Time Release Study Validation Workshop	
G	Training on CISCO 1 &2 and Routing Technology	
G	Training on Electronic Aide for Anti - Smuggling	
G	Training on Introduction to XML	
G	Training on ITIL 2011 Foundation Certification	
G	Training on JAVA Programming	
G	Training on Web Development with HTML5 & CSS3	
G	XIP Radiation Safety Training (PNRI)	
	<b>H. Professional Development Seminars</b>	
H	Association of Government Accountants of the Philippines (AGAP) Inc. Convention Seminars	
H	Career Executive Service Board (CESB) Training, Seminars & Conventions etc	
H	CSC-CSI Employee Relations Program	
H	CSC-CSI Learning and Development Course	
H	CSC-CSI Program/Course Development	
H	Development Academy of the Philippines Master in Development Management Program	
H	Government Association of CPA (GACPA) Conference Seminars, etc.	
H	Medical & Dental Enhancement Programs (e.a. 66th Annual Convention of International College of Surgeons, etc)	
H	National Defense College Management (NDC) Development Course	
H	Personnel Officers Association of the Philippines (POAP) Trainings, Seminars, Conventions, etc.	
H	Philippine Association for Government Budget Administration (PAGBA). Inc. Seminars, Meetings, Conventions, etc.	

# NOMINATION FORM

COURSE :

DATE :

FIRST NAME :

MIDDLE NAME :

LAST NAME :

SEX :

NICKNAME :

TITLE/Position :

OFFICE :

SUPERVISOR'S NAME:

DATE OF BIRTH :

CONTACT NUMBER :

EMAIL ADDRESS :

***Duties and Responsibilities:***

\_\_\_\_\_  
**NAME/POSITION/SIGNATURE OF  
 IMMEDIATE SUPERVISOR**

*Please submit the signed copy to the Interim Training and Development Division (ITDD), Faculty Room, Customs Capacity Building Center, 4<sup>th</sup> floor, Port of Manila Building, Port Area, Manila Contact No. 02-527-1930. Thank you*