




MEMORANDUM

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

FROM :  REY LEONARDO GUERRERO
Commissioner

SUBJECT : SUBMISSION OF ACCOMPLISHMENT REPORT/ INPUTS
TO THE 2018 BOC ANNUAL REPORT

DATE : 18 December 2018



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- 1.0) The Office of the Commissioner, through the Public Information and Assistance Division, is now in the process of preparing the **Bureau of Customs 2018 Annual Report**. This is in compliance with Executive Order 292 or the Administrative Code of 1987 which requires branches, subdivisions, department and agencies of the government to submit and publish annual reports.
 - 2.0) In this regard, all concerned are required to **submit on or before 04 January 2018 their respective accomplishment reports** on all program and projects undertaken from January 01 to December 31, 2018 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
 - a. Litigation/BATAS CASES
 - Number of cases
 - Status/Progress of cases
 - Wins
- 4. Trade facilitation
 - Bilateral/Multilateral agreements and areas of cooperation
 - International relations/meetings
 - Regional integration—concrete steps/policies implemented

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)

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

d.) Management Information System & Technology Group

1. Automation, IT and new tools of work
 - 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)

e.) 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

f.) 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

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

g) External Affairs Office

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

h) CMTA-IRR PMO

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

i) 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.