

2017-01-030



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

**16 January 2017**

**MEMORANDUM**

**To :** All Deputy Commissioners  
 All Directors  
 All Division Chiefs  
 All District Collectors  
 All Port/Sub-Port Collectors  
 External Relations Office Secretariat  
 Special Studies and Project Development Committee  
 Command Center

**From :** Office of the Commissioner

**Subject :** 2016 ANNUAL REPORT

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- 1.0) The Bureau of Customs is now in the process of preparing its 2016 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 27 January 2017 their respective accomplishment reports** on all program and projects undertaken for CY 2016, as follows:

**a.) Revenue Collection Monitoring Group**

1. Operation highlights
  - a. Revenues and sources of revenue growth
    - Collections
    - Auctions & Negotiated Sales
2. Anti-smuggling & border control
  - a. Litigation/Run After The Smugglers
    - Number of cases
    - Status/Progress of cases
    - Wins



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### 3. Trade facilitation

- Bilateral/Multilateral agreements and areas of cooperation
- International relations/meetings
- Regional integration—concrete steps/policies implemented
- List of accredited importers and brokers

## **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. Open Data & Transparency
  - b. New issuances and rules
  - c. Importer & Broker Accreditation

## **c.) Intelligence Group and Enforcement Group**

1. Operational highlights
  - a. Anti-smuggling & border security
    - Apprehensions/Seizures (what types of goods, value)
    - Alert Orders (what are the bases, common violations)
    - 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 investments in offices, vehicles, etc

## **e.) Internal Administration Group**

1. Human Resources
  - a. Trainings and other capacity-building programs/projects
  - b. Hiring & Promotion
  - c. Gender and Development/Employee Welfare
  - d. HRIS initial implementation
2. General Services
  - a. Major procurement for the Bureau's improved operations

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

#### **f.) Collection Districts**

1. Operation highlights
  - a. Revenues and sources of revenue growth
    - Collections
    - Auctions & Negotiated Sales
  - b. Anti-smuggling & border control
    - Apprehensions/Seizures (what types of goods, value)
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) Special Studies and Project Development Committee**

1. Operational highlights on:
  - a. Prevention of smuggling, unlawful importation and other fraudulent customs activities
  - b. Searches, seizures and arrests assisted or conducted
  - c. Special project missions conducted
  - d. Inter-agency cooperation and coordination

#### **h) Command Center**

1. Anti-smuggling & border control
  - a. Alert Orders (what are the bases, common violations)
  - b. Inter-agency cooperation and coordination
2. Other operation highlights

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 of salient or pertinent information shall suffice, without the need to submit



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lengthy articles in paragraph format. The reports must be submitted in soft copies **only.**

- 4.0) Please note that the guide provided above is just for reference. You may add key points as may be necessary or relevant.
- 5.0) Please email your reports (in soft copies, via Word/DOC file attachment) to the Public Information and Assistance Division (PIAD) at [customs.piad@gmail.com](mailto:customs.piad@gmail.com). 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.
- 6.0) Should you have any concerns or clarifications, please feel free to contact Ms. Maria Gerty Pagaran of PIAD at 527-8259 / 527-1968 or email [mariagerty.pagaran@customs.gov.ph](mailto:mariagerty.pagaran@customs.gov.ph).
- 7.0) For strict compliance.

**NICANOR E. FAELDON**  
Commissioner  
Bureau of Customs



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