



**BUREAU OF CUSTOMS**

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM INTEGRITY ACCOUNTABILITY

IA G Memo No. 22-2023

**MEMORANDUM**

**FOR : ALL DISTRICT COLLECTORS  
MEMBERS OF THE BOC GAD FOCAL POINT SYSTEM**

**FROM : MICHAEL C. FERMIN  
OIC-Deputy Commissioner,  
Internal Administration Group**

**SUBJECT : QUARTERLY SUBMISSION OF GAD ACCOMPLISHMENT REPORTS**

**DATE : May 10, 2023**

Pursuant to the Internal Administration Group Memorandum No. 30-2021, "Quarterly Submission of GAD Accomplishment Reports" dated August 13, 2021, this Office hereby reiterates the timely submission of GAD Accomplishment Reports of the Collection Districts to the BOC-GFPS Secretariat on the following period:

1 <sup>st</sup> Quarter	January to March	April 30
2 <sup>nd</sup> Quarter	April to June	July 31
3 <sup>rd</sup> Quarter	July to September	October 31
4 <sup>th</sup> Quarter	October to December	January 31

In view of the foregoing and to comply with the deadlines, provided herewith is the link as well as the QR Code of the prescribed format for the timely submission and real-time editing, to wit;

Link:

<https://docs.google.com/spreadsheets/d/1j-8q45VK3mTDyKRMspIMGHaLicJ5Q9NtwEeKMeH7KB8/edit?usp=sharing>

QR Code:



For strict compliance.

MEMORANDUM

MASTER COPY *fund*

FOR : ALL DISTRICT COLLECTORS  
MEMBERS OF THE BOC GAD FOCAL POINT SYSTEM

*[Signature]*  
FROM : DONATO B. SAN JUAN  
Deputy Commissioner, Internal Administration Group and  
Chairperson, BOC-Gender and Development Focal Point  
System-Technical Working Group

SUBJECT : Quarterly Submission of GAD Accomplishment  
Reports

DATE : August 13, 2021

1. In accordance to Customs Memorandum Order No. 14-2020: Creation of the Bureau of Customs Program and Budget Advisory Committee (PBAC) and Program Performance and Budget Execution Review (PPBER) dated June 10, 2020, the PPBER was established to account on the physical and financial performance of the Bureau on a quarterly, semi-annual, and annual basis, highlighting the process of implementation and financial support provided to achieve set targets. (Attached as "Annex A")
2. Relative thereto, one of the contents of the Physical Performance which the PPBER tracks is the status of implementation of GAD related programs, activities, and projects in the Bureau.
3. In this regard, the GAD Focal Point System (GFPS) Members from Collection Districts are hereby directed to submit their respective Offices' Quarterly GAD Accomplishment Reports to the BOC-GFPS Secretariat thru ITDD and/or HRMD, and a soft copy to [gfps@customs.gov.ph](mailto:gfps@customs.gov.ph) with subject line *GAD Accomplishment Report – (Name of Collection District)* using the prescribed format (Attached as "Annex B").

	Period Covered	Deadline
1 <sup>st</sup> Quarter	January to March	April 30
2 <sup>nd</sup> Quarter	April to June	July 31
3 <sup>rd</sup> Quarter	July to September	October 31
4 <sup>th</sup> Quarter	October to December	January 31

4. For your compliance.

