


**MEMORANDUM**

TO : ALL LOCAL TRAINING OFFICERS
ALL BOC PERSONNEL

FROM : 
DONATO B. SAN JUAN
Deputy Commissioner
Internal Administration Group

SUBJECT : SELF-PACED L&D PROGRAMS / E-LEARNING COURSES
FOR ALL BOC EMPLOYEES AVAILABLE AT THE BOC ONLINE
LEARNING PORTAL

DATE : September 29, 2022

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- 1.0 This is with regard to self-paced Learning and Development Programs / e-Learning Courses for Bureau of Customs (BOC) employees available at the BOC Online Learning Portal.
 - 2.0 The BOC Online Learning Portal now offers the following asynchronous trainings:
 - A. Awareness on Advance Ruling
 - B. Instructional Videos for BOC Online Learning Portal
 - C. Instructional Videos for IAMS Self-Service
 - D. Instructional Videos for MS Teams
 - E. Instructional Videos for Zoom
 - F. Introduction to Gender and Development
 - G. ISO Awareness Seminar
 - H. Orientation on the Drug Free Workplace Program for the Government
 - I. Performance Governance System Cascading
 - J. Seminar on Anti-Red Tape Act and Ease of Doing Business (ARTA-EODB)
 - K. Seminar on Function Specific-Code of Conduct
 - 3.0 In this regard, all permanent employees and personnel under Contract of Service are encouraged to access these trainings.
 - 4.0 To access, visit <http://training.customs.gov.ph/> and **LOG-IN** using your assigned username and password:



BUREAU OF CUSTOMS

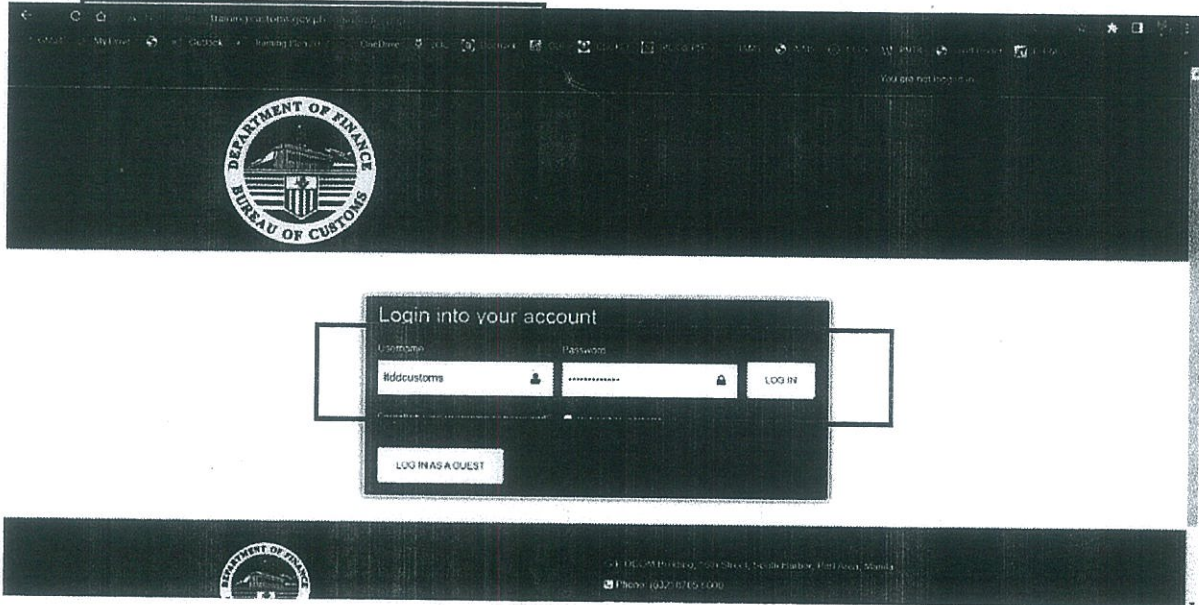
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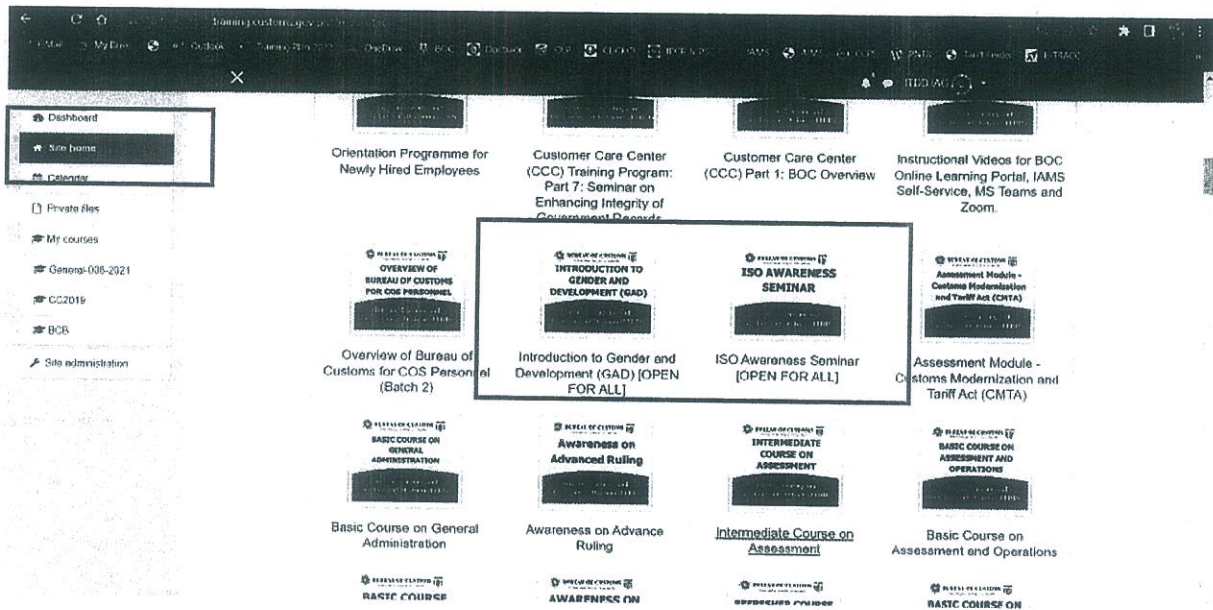


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PROFESSIONALISM INTEGRITY ACCOUNTABILITY



Click the **SITE HOME** button. At the Site Home page, scroll down and you can see all the courses that are "OPEN FOR ALL".

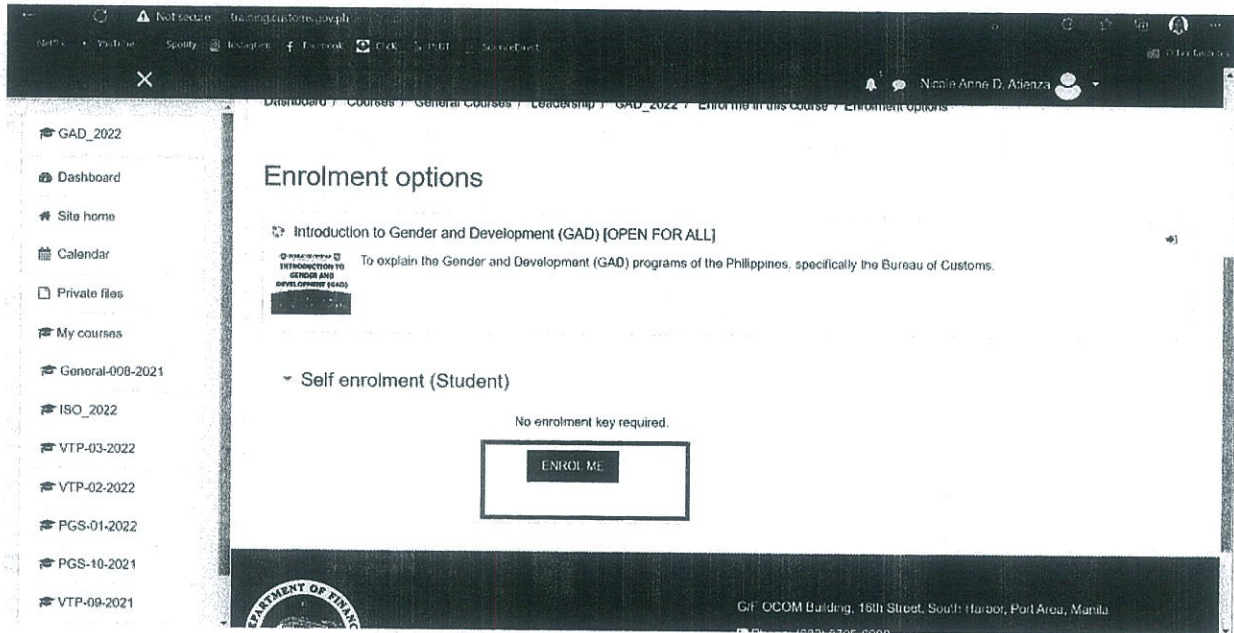


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Click the desired course and self-enroll.



- 5.0 In most e-learning courses, a Certificate of Completion will be generated once a participant got a **minimum grade of 75-85%**. This shall be considered creditable training hours.
- 6.0 Kindly forward all your OLP generated certificates to the Interim Training and Development Division (ITDD) via: ITDDCustoms@customs.gov.ph cc: **Ms. Nicole Anne D. Atienza**, Section Chief, Curriculum and Training Materials Section, ITDD: atienzan@customs.gov.ph and **Mr. Kenneth Bryan F. Bartolome**, ASA, Curriculum and Training Materials Section, ITDD: ea.bartolomek@customs.gov.ph for issuance of the official Certificate of Completion one (1) week after their transmittal to the ITDD.
- 7.0 For any technical OLP account problems encountered (e.g. Password, access, etc.), you may contact **Mr. Chris Joven B. Buenaventura**, ASA, Curriculum and Training Materials Section, ITDD via his Viber no. (+63) 967-630-5068.
- 8.0 The ITDD shall continue to improve and add more informative e-Learning Courses for our employees. Please check the OLP regularly for new OPEN FOR ALL courses that will be uploaded.
- 9.0 For questions and clarifications, kindly contact **Ms. Nicole Anne D. Atienza**, Section Chief, Curriculum and Training Materials Section, ITDD, IAG through her Viber no. (+63)956-368-4078.
- 10.0 For your information.