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PROFESSIONALISM INTEGRITY ACCOUNTABILITY

October 4, 2021

CUSTOMS MEMORANDUM CIRCULAR
NO. 207-2021

**TO: All Deputy Commissioners
The Assistant Commissioner
All Directors and Division Chiefs
All District / Port Collectors
All Others Concerned**

SUBJECT: PHILFIDA TRADENET ONBOARDING REPORT

Attached herewith is the Copy of the Agency Counterpart Team Onboarding Report from Mr. Joel B. Barquilla, Sr. FDO/ACT – Lead Facilitator, Regulatory Division, Philippine Fiber Industry Development Authority re: Compliance of the issued ARTA Memorandum Circular No. 2020-01 s. 2021 - Mandatory Onboarding of the Tradenet Regulatory Government Agencies to the Tradenet.

Please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

For information and guidance.


REY LEONARDO B. GUERRERO
Commissioner



BOC-09-24535

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The Philippines' Gateway for Trade Facilitation



Agency Counterpart Team Onboarding Report Philippine Fiber Industry Development Authority (PhilFIDA)

A. Narrative Report : [Specify Onboarding Stage]

As one of the Trade Regulatory Government Agencies (TRGAs) to be onboarded on the TradeNet, the Philippine Fiber Industry Development Authority (PhilFIDA) in coordination with Department of Finance - Tradenet Project Management Office (DOF-TPMO) provides the following status and updates on the Onboarding stages, activities, and outputs that have been delivered during this period of TradeNet Onboarding.

- During the Beginning Stage (M1) of TradeNet onboarding implementation, PhilFIDA has created its TradeNet Coordination Team comprised of PhilFIDA Central Office Regulatory personnel and Regional Office 5 Regulatory unit personnel. The approved Agency Counterpart Team (ACT) was then submitted to the assigned Tradenet Coordinating Team (TCT) of DOF-TPMO along with the necessary documents needed in the TradeNet onboarding on April 08, 2021;
- On May 14, 2021 TRGA General Meeting (M2), PhilFIDA ACT attended the 2nd General Consultative/Orientation of the TRAGAs on the Mandatory OnBoarding to the TradeNet Platform Meeting. Anti-Red Tape Authority (ARTA) issuances regarding TradeNet Onboarding, EODB – ARTA Council Resolution 12 and ARTA Memorandum Circular 01-2021 were discussed. TRGAs were also introduced and oriented to the TradeNet Onboarding process, timeline and priorities for 2021, list of documents, and Philippine Drug Enforcement Agency (PDEA) demonstrated the TradeNet Module of their agency;
- On May 26, 2021 – For Capacity Building Stage (M3), PhilFIDA ACT attended the 2nd Batch of ASEAN Harmonized Tariff Nomenclature (AHTN) Code Identification and Classification Workshop for TRGAs. TRGAs together with the assigned AHTN expert in the classification and identification of AHTN code were able to identify and classify the list of regulated commodities of the agency;
- On June 02, 2021, the assigned TCT of the DOF-TPMO conducted a virtual meeting for a short orientation for PhilFIDA ACT and discussed the agency's next steps and the regulatory process to be prioritize on TradeNet Onboarding;
- On June 04, 2021, TCT created and sent the To-Be process Unified Modeling Language (UML) Diagram of the nominated PhilFIDA regulatory processes discussed during the meeting, which are PhilFIDA Issuance of Licenses, and Issuance of Permit to Transport (PTF); and
- PhilFIDA is now on the Data Refinement and Development of To-Be Process Stage (M4) where the following activities and outputs have been delivered:
 - June 10, 2021, the assigned TCT and PhilFIDA ACT conducted virtual meeting to discussed and refine the To-Be process. The prepared UML Diagram of PhilFIDA's nominated regulatory processes were also presented, during the meeting some process were changed and removed;

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- June 24, 2021, PhilFIDA submitted to DOF-TPMO, through e-mail, the Sign-Off letter approving the UML diagram to DOF-TPMO that were discussed during the meeting;
- July 19, 2021, PhilFIDA ACT attended the virtual meeting and discussed the Data Fields prepared by the assigned TCT wherein clarifications and corrections of the data inputted on the Data Field were made;
- July 21, 2021, submitted approval letter approving the Data Fields on Issuance of License, and Issuance of PTF that were discussed with the assigned TCT thru e-mail;
- August 05, 2021, the assigned TCT provided an update to PhilFIDA on the status of the agency's TradeNet onboarding, stating that the Business Analyst (BA) is still working on configuration on the staging environment; and
- On August 31, 2021, PhilFIDA attended the 3rd National Single Window Technical Working Group Meeting (NSW TWG) one of the agenda presented was the TradeNet Onboarding Updates of the TRGA. It was presented that the PhilFIDA is on the Refinement Stage with 70% on-going creation of workflows in correlate status.

B. Progress Report

Instructions: The head of the ACT will provide the specific onboarding updates with the corresponding status of each item based on the agency TradeNet Onboarding process and timeline.

#	Document	Description/Purpose	Deliverable	Status
1	Agency Policies, Mandates, and Rules and Regulations	This document shall guide the implementing team on the limitations of the mandates and regulations of the Agency	PhilFIDA Policies, Mandates, and Rules and Regulations – Administrative Circular No. 12 series of 2020	Submitted the approved copy of the following documents needed on the TradeNet Onboarding to the DOF-TPMO thru e-mail on April 08, 2021
2	Citizen's Charter as per ARTA's mandate on EODB	This document will guide the Coordinating Teams to assess the AS-IS Process and craft the To-BE processes	Citizen's Charter of Application of License, Permit to Transport Fiber (PTF), and Certificate of Fiber Inspection (CFI)	
3	List of Regulated Commodities and corresponding AHTN/HS Code	This will be used and be uploaded in the TradeNet System	AHTN Codes	

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4	Trade Process Flow Charts	This pertains to the process flow of the nominated trade-related process to be onboarded in TradeNet. This document will guide the Coordinating Teams to assess the AS-IS Process and craft the To-BE processes	Flow Charts - Application of License, PTF, and CFI	
5	Sample Issued Documents (Permits/ Licenses/ Certificates	This will be used as a reference for creating the jasper files or output document that Tradenet will issue.	License, PTF, CFI Forms	
6	Agency Onboarding Team composed of PhilFIDA Regulatory personnel and Regional Office V Focal persons	Serve as the counterpart and focal point of the coordination that is critical for the completion of the agency uploaded onto the TradeNet platform.	- Officer Order - Creation of PhilFIDA Coordinating Team on Tradenet Onboarding Process - Special Order - Designation of PhilFIDA RO-V Focal Persons on Tradenet	
7	To-BE processes UML Diagram and Sign-off letter	- Process procedure illustrated using a workflow diagram. - Modeling Language in the field of software engineering that is intended to provide a standard way to visualize the design of a system. - Output documents from the business process analysis conducted subject for validation and certification of the business or organization.	Reviewed To-Be process UML Diagram and approved sign-off letter	- June 10, 2021- DOF-TPMO conducted virtual meeting with PhilFIDA ACT and discussed, and reviewed the UML Diagram of PhilFIDA regulatory service chosen process. - June 24, 2021 - submitted the approved Sign-Off letter approving the UML diagram to DOF-TPMO thru e-mail.
8	Data Fields	Data requirements and documentary requirements needed for the simplified process and serve as a guide of the Business Analyst in the configuration of workflow in TradeNet.	License and PTF data forms	- July 19, 2021 - DOF TPMO and PhilFIDA conducted virtual meeting and discussed the Data Fields.

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				<ul style="list-style-type: none">- July 21, 2021 – Submitted approval letter approving the Data Fields on Issuance of License and PTF to DOF-TPMO thru e-mail.- Waiting for the DOF-TPMO BA to complete creating the workflows on the platform.
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C. Agency Feedback

We at PhilFIDA would like to commend the Tradenet Team for the support and assistance extended to us on the Onboarding process of PhilFIDA. Rest assured that our agency will actively coordinate for the success of this project.

Prepared by:

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