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September 09, 2020

CUSTOMS MEMORANDUM ORDER

No. 22-2020

SUBJECT : **Program for Development of In-House Subject Matter Experts, Resource Persons, and Trainers of the Bureau of Customs**

Introduction. This Customs Memorandum Order (CMO) hereby establishes the Program for Development of In-House Subject Matter Experts (SMEs), Resource Persons, and Trainers of the Bureau of Customs (BOC).

Section 1. Scope. This Order applies to all permanent employees of the BOC in all Groups, Offices, and Collection Districts, who shall compose the in-house subject matter experts (SMEs), resource persons, and trainers—collectively known as the BOC Pool of Trainers—on top of their regular functions/responsibilities as employees of the Bureau.

Section 2. Objectives. This Order is being issued to:

- 2.1. Establish a comprehensive program to expand, further develop skills and knowledge of, and provide incentives for in-house SMEs, resource persons, and trainers of the Bureau;
- 2.2. Prescribe the general policies with regard to the BOC Pool of Trainers; and
- 2.3. Set forth the functions and responsibilities of the BOC Pool of Trainers, as well as the entitlements and incentives the Bureau shall provide.

Section 3. General Policies.

- 3.1. The BOC, through the Interim Training and Development Division (ITDD), Internal Administration Group (IAG), shall establish its in-house Pool of Trainers composed of subject matter experts (SMEs), resource persons, and trainers in different areas of Customs administration, such as:



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- 3.1.1. Assessment** – Topics related to correct valuation of goods; gathering and publishing values of commodities imported into the country; audits liquidated entries and bonds; and implementation of rules and regulations governing assessment;
 - 3.1.2. Revenue Collection** – Topics related to accounting of revenues collected; and providing information and analysis of collection statistics;
 - 3.1.3. Trade Facilitation and Port Operations** – Topics related to boarding formalities; processing of goods for import and export; warehousing; auction and disposal activities; and other support operations;
 - 3.1.4. Intelligence and Investigation** – Topics related to gathering of intelligence information on Customs and economic activities; conduct of internal inquiry and investigation; and development of effective countermeasures to combat corruption, smuggling, and other forms of customs fraud;
 - 3.1.5. Enforcement and Border Control** – Topics related to the exercise of police authority to secure the country's ports and BOC installations, and to protect the Philippine border and the cargoes and properties inside the customs zone;
 - 3.1.6. Technology and System Management** – Topics related to management and control of information and technology infrastructure, facilities, and services; and
 - 3.1.7. General Administration and other Legal Matters** – Topics related to the formulation of policies and setting up of objectives relative to planning and management, financial, administrative, personnel, and administration of legal requirements of the BOC.
- 3.2.** The ITDD shall develop a database of all in-house SMEs, resource persons, and trainers indicating their profile, credentials, and subject matter expertise. The list BOC Pool of Trainers shall be published through a Customs Special Order annually.

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- 3.3.** Individual employees may also apply to be part of the BOC Pool of Trainers by submitting the following to the Deputy Commissioner, Internal Administration Group, through the ITDD:
 - 3.3.1.** Memorandum signifying intent to be part of the BOC Pool of Trainers and indicating subject matter expertise and list of trainings conducted within and outside BOC (if any); and
 - 3.3.2.** Latest Personal Data Sheet with Work Experience Sheet.
- 3.4.** The ITDD shall review and evaluate all submitted applications. A demonstration teaching may also be requested to screen applicants.
- 3.5.** The BOC Pool of Trainers shall perform the following functions and responsibilities:
 - 3.5.1.** Act as ITDD consultants in all matters related to curriculum and training development;
 - 3.5.2.** Help in the development of Programs of Instruction (POIs) for courses/trainings related to their subject matter expertise;
 - 3.5.3.** Serve as lecturers/resource speakers during trainings; and
 - 3.5.4.** Guide the ITDD in preparation of training materials such as books, handouts, videos, presentations, and exams.
- 3.6.** Conduct of training for other government agencies, and private and professional organizations by the BOC Pool of Trainers must be coordinated with and endorsed by the ITDD for proper issuance of Customs Personnel Order (CPO).

Section 4. Entitlements and Incentives for the BOC Pool of Trainers.

- 4.1** The ITDD shall create a program to develop competencies of the members of the BOC Pool of Trainers. Included in this program is a Train-the-Trainers Course, which shall be organized by the ITDD at least once a year.
- 4.2** Members of the BOC Pool of Trainers shall be prioritized for international trainings as part of their competency development program. They shall likewise be required to cascade these trainings or incorporate their learnings in the BOC POIs and training materials.

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- 4.3** Time allotted for lectures or conduct of trainings within or outside BOC (subject to proper issuance of CPO) and development of POIs, curriculum, and training materials by the BOC Pool of Trainers shall be considered official business.
- 4.4** BOC Pool of Trainers who act as lecturers and resource persons in other government agencies may be paid honoraria depending on the difficulty and complexity of the subject matter, their professional qualifications, and the position levels of the participants subject to applicable accounting, budget, and audit rules and regulations of the agency authorities concerned.
- 4.5** BOC Pool of Trainers shall also have additional points when applying for promotion. Point system shall be incorporated in the rating criteria for promotions set by the Human Resource Merit Promotion and Selection Board.

Section 5. Repealing Cause. This Order repeals other orders and issuances that are inconsistent herewith.

Section 6. Separability Cause. If, for any reason, any part or provision of this CMO is declared invalid, the other parts or provisions hereof which are not affected thereby shall remain in full force and effect.

Section 7. Effectivity. This Order shall take effect immediately and shall last until revoked.

REY LEONARDO B. GUERRERO

Commissioner
SEP 11 2023



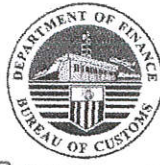
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1st Indorsement
September 15, 2020

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Respectfully forwarded to **MS. GLADYS C. CABUGAWAN**, Chief, Central Management, the herein approved Customs Memorandum Order (CMO) on Program for Development of In-house Subject Matter Experts, Resource Persons, and Trainers of the Bureau of Customs for numbering and widest dissemination to all employees of this Bureau.

Thank you for your prompt attention to this request.

[Signature]
LADY FATIMA H. DELA CRUZ
Acting Chief
Interim Training and Development Division

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