



**BUREAU OF CUSTOMS**  
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 OFFICE of the NATIONAL ADMINISTRATIVE REGISTER  
 Administrative Rules and Regulations  
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**CUSTOMS MEMORANDUM ORDER**  
 NO. 22 - 2021

**SUBJECT: GUIDELINES FOR SELECTION OF NATIONAL CUSTOMS SUBJECT MATTER EXPERTS, RESOURCE PERSONS, TRAINERS, AND LECTURERS, AND NOMINATION FOR THE ASEAN REGIONAL CUSTOMS EXPERTS**

**Section 1. INTRODUCTION.** This Customs Memorandum Order (CMO) hereby establishes the guidelines and criteria for selection of National Customs Subject Matter Experts (SMEs), Resource Persons, Trainers, and Lecturers pursuant to CMO No. 22 – 2020: Program for Development of In-House Subject Matter Experts, Resource Persons, and Trainers of the Bureau of Customs (BOC), as well as nomination for the ASEAN Regional Customs Experts.

**Section 2. SCOPE.** This order applies to all qualified permanent employees of the BOC, who are recommended and have signified their interest to be part of the BOC Pool of Trainers.

**Section 3. OBJECTIVES.** It is the policy of the BOC to strictly adhere to the merit and qualifications-based selection. Customs Subject Matter Experts, Resource Persons, Trainers, and Lecturers shall be selected based on their qualifications and expertise. In pursuit thereof, this CMO aims to:

- 3.1 Establish guidelines, criteria, and process of selection of National Customs Subject Matter Experts; Resource Persons, Trainers, and Lecturers; and their Understudies;
- 3.2 Define the functions of the members of the BOC Pool of Trainers; and
- 3.3 Establish criteria and procedure for nomination for the ASEAN Regional Customs Experts.

**Section 4. CLASSIFICATION OF THE MEMBERS OF THE BOC POOL OF TRAINERS.** The following sets the qualification for the members of the BOC Pool of Trainers.

- 4.1 **National Customs Subject Matter Expert**
  - 4.1.1 Must have a Master's degree, a Bachelor of Laws, or equivalent;

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- 4.1.2 Must have ten (10) to fifteen (15) years practical/work experience in Customs operations and functions, and/or policy and decision-making (e.g., as a member of technical working group/s or committee/s, head of a division or an office);
  - 4.1.3 Must have at least five (5) years of experience in his/her area of expertise;
  - 4.1.4 Must have at least five (5) years of experience in conducting and developing learning and development (L&D) programs;
  - 4.1.5 Has served as a resource person, trainer, or lecturer for at least five (5) years;
  - 4.1.6 Must have above average English proficiency with very satisfactory oral and written communication skills; and
  - 4.1.7 Must have at least ten (10) relevant trainings in his/her area of expertise, with at least two (2) international trainings.
- 4.2 Resource Person, Trainer, and/or Lecturer**
- 4.2.1 Must be a graduate of any bachelor's degree with Career Service/Republic Act No. 1080 (RA 1080) Eligibility;
  - 4.2.2 Must have at least eight (8) years practical/work experience;
  - 4.2.3 Must have at least two (2) years of experience in his/her area of expertise ;
  - 4.2.4 Must have at least two (2) years experience in conducting L&D programs;
  - 4.2.5 Has served as an understudy for at least three (3) years;
  - 4.2.6 Must have above average English proficiency with very satisfactory oral and written communication skills; and
  - 4.2.7 Must have at least five (5) relevant local and/or international trainings related to the subject matter.
- 4.3 Understudy**
- 4.3.1 Must be a graduate of any bachelor's degree with Career Service/ RA 1080 Eligibility;
  - 4.3.2 Must have at least five (5) years practical/work experience;
  - 4.3.3 Must be proficient in English with very satisfactory oral and written communication skills;

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- 4.3.4 Must know how to make his/her own Powerpoint presentation;
- 4.3.5 Must have at least one (1) year experience in conducting L&D programs; and
- 4.3.6 Must have relevant local trainings related to the subject matter.

**Section 5. COMPETENCY REQUIREMENTS.** Supplementary CMO containing the detailed competency requirements for each classification shall be issued once the Competency-Based Human Resource Management System is implemented.

**Section 6. FUNCTIONS.** The following sets the duties and responsibilities of each member of the BOC Pool of Trainers.

**6.1 National Customs Subject Matter Expert**

- 6.1.1 Act as Interim Training and Development Division (ITDD) consultant in all matters related to curriculum and training program development;
- 6.1.2 Contribute in the development of programs of instructions and L&D materials related to his/her subject of expertise;
- 6.1.3 Conduct training/coaching sessions for resource persons, trainers, and lecturers and assist in their development of training materials; and
- 6.1.4 Contribute in organizational policy-making related to his/her area of expertise.

**6.2 Resource Person, Trainer, and/or Lecturer**

- 6.2.1 Act as a resource speaker, lecturer, or trainer in L&D programs;
- 6.2.2 Contribute in the development of programs of instructions and L&D materials related to his/her subject of expertise;
- 6.2.3 Conduct training sessions for understudies and assist in their development of training materials; and
- 6.2.4 Attend trainings/coaching sessions of customs subject matter experts.

**6.3 Understudy**

- 6.3.1 Conduct cascading of L&D programs they have attended;

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- 6.3.2 Assist in the development of training materials; and
- 6.3.3 Attend trainings/coaching sessions of resource persons, trainers, and lecturers.

**Section 7. PROCESS OF SELECTION.** The following sets the process of selection of the members of the BOC Pool of Trainers.

- 7.1 The Deputy Commissioner, Internal Administration Group (IAG), through the ITDD, shall send a request to Service Directors, Deputy Commissioners, and District Collectors to recommend officers under their supervision to be part of the BOC Pool of Trainers.
- 7.2 Service Directors, Deputy Commissioners, and District Collectors will nominate qualified candidates to the IAG, through the ITDD.
- 7.3 ITDD shall also submit the names of its current pool of resource speakers and trainers for evaluation.
- 7.4 Evaluation of nominees to be part of BOC Pool of Trainers shall be done by the National Customs Subject Matter Experts and the ITDD and appropriate recommendation shall be submitted to the Deputy Commissioner, IAG for approval.
- 7.5 Evaluation and classification of the members of the BOC Pool of Trainers shall be based on the qualifications set in Section 4.
- 7.6 Members of the BOC Pool of Trainers shall be assessed and classified annually based on the abovementioned qualification to complete and regularly update the roster of National Customs Subject Matter Experts, Resource Speakers, Trainers, and Lecturers.

**Section 8. ASEAN REGIONAL CUSTOMS EXPERT.** The following sets the process of nomination of the ASEAN Regional Customs Expert from the National Customs Subject Matter Experts:

- 8.1 Candidates who have passed the Recommendation Selection for National Customs Subject Matter Experts shall be required to make an academic paper related to their area of Customs expertise.
- 8.2 The 10 to 15-page academic paper must be written in English. An academic paper includes a discussion/presentation of an issue related to the writer's expertise, combined with expert knowledge and research, to understand an issue, provide new insights, and recommend possible solution/s. The paper must contain the following parts:

8.2.1 Introduction/Background of the Paper

8.2.2 Objectives

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- 8.2.3 Discussion of the Issue
- 8.2.4 Analysis of the Issue
- 8.2.5 Conclusion and Recommendation
- 8.3 Evaluation of the academic paper shall be based on the following criteria:
  - 8.3.1 Relevance of the issue raised (30%)
  - 8.3.2 Organization and clarity of the discussion (20%)
  - 8.3.3 Analysis of the issue (30%)
  - 8.3.4 Conclusion and recommendation/s given (20%)
- 8.4 Candidates who have submitted their academic papers must present them to the Customs Expert Assessment Team composed of the following:
  - 8.4.1 Deputy Commissioner for Internal Administration Group as the Head;
  - 8.4.2 The Deputy Commissioner handling the Customs area/subject matter to be presented (e.g., RCMG Deputy Commissioner for experts on legal matters, AOCG Deputy Commissioner for experts on assessment and operations, etc.); and
  - 8.4.3 At least one (1) District Collector.
- 8.5 Evaluation of the academic paper presentation shall be based on the following criteria:
  - 8.5.1 Mastery of the subject matter (40%)
  - 8.5.2 Ability to answer the questions related to the presentation (30%)
  - 8.5.3 Presentation skills (30%)
- 8.6 Final evaluation shall include both the result of the assessment of the academic paper (50%) and the presentation (50%), and shall follow the assessment scale below:
  - 8.6.1 Excellent: 90-100%
  - 8.6.2 Superior: 80-89%
  - 8.6.3 Good: 70-79%
  - 8.6.4 Poor: 60-69%
  - 8.6.5 Very Poor: 59% and below
- 8.7 National Customs Subject Matter Expert with Superior and Excellent rating shall be recommended by the Bureau of Customs to be part of the ASEAN Regional Customs Experts.

## Section 9. WORLD CUSTOMS ORGANIZATION-ACCREDITED EXPERT.

Recommendations for the World Customs Organization (WCO)-Accredited Experts shall also come from the National Customs Subject Matter Experts and the ASEAN Regional Customs Experts. Selection shall follow the procedures set by the WCO.

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**Section 10. TRANSITORY PROVISION.** Initially, members of the BOC Human Resource Management Modernization Core Team, as identified in Customs Special Order No. 66-2021, shall evaluate the current BOC Pool of Trainers for purposes of classifying them as National Customs Subject Matter Experts; resource persons, trainers, and lecturers; and understudies.

Succeeding evaluation of nominees to be part of BOC Pool of Trainers shall be done by the existing National Customs Subject Matter Experts and the ITDD and appropriate recommendation shall be submitted to the Deputy Commissioner, IAG for approval.

**Section 11. POINT SYSTEM FOR PROMOTION.** Additional points for promotion for members of the BOC Pool of Trainers and the ASEAN Regional Customs Experts shall consider number of hours devoted performing functions as member of the training pool and classification.

**Section 12. SEPARABILITY CLAUSE.** If, for any reason, any part or provision of this CMO is declared invalid, the other parts of provisions hereof which are not affected thereby shall remain in full force and effect.

**Section 13. EFFECTIVITY.** This Order shall take effect immediately and shall last until revoked.

**REY LEONARDO B. GUERRERO**  
Commissioner JUN 16 2021



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