



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM INTEGRITY ACCOUNTABILITY

OCOM Memo No. 157-2021

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MEMORANDUM

TO : ALL DEPUTY COMMISSIONERS AND
ASSISTANT COMMISSIONER,
ALL DISTRICT AND SUPPORT COLLECTORS,
ALL SERVICE DIRECTORS,
ALL CHIEFS, FORMAL ENTRY DIVISION
ALL OTHERS CONCERNED

FROM : REY LEONARDO B. GUERRERO
Commissioner



BOC-03-12821

SUBJECT: Freedom of Information (FOI) Program Criteria and Validation Process for the Eligibility to FY 2021 Performance-Based Bonus (PBB)

DATE : November 26, 2021

This is in reference to the implementation of Freedom of Information (FOI) program criteria and validation process for the eligibility to FY 2021 Performance Base Bonus (PBB).

In compliance to FOI-MC No. 02, s. 2021, you are hereby directed to provide to the Public Information and Assistance Division (PIAD), the titles/subject of any memorandum, (e.g., Memorandum of Agreement) office orders, and other issuances your office issued from February 16, 2018, to December 31, 2021. Only those information/data not available or accessible on the BOC website should be listed and classified according to below level of disclosure.

1. Public – Available for public consumption.
2. Exception – Information is covered by the Exceptions list.
3. Internal – Information is for agency consumption only and cannot be disclosed to the public.
4. With Fee – Information can be disclosed but with corresponding changes based on agency's mandate/policies/business model; and,
5. Limited – Information can be disclosed to specific person/s and/or entity/ies upon verification of requesting party's identity.

Attached is the sample template. Deadline of submission is on or before January 05, 2022. For further inquiries, please contact Ms. Alexandra Camille Diaz at 09357374832.

Strictly no extension of deadlines.

For strict compliance.



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MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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July 27, 2021

CUSTOMS MEMORANDUM CIRCULAR
NO. 175 - 2021

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

SUBJECT: GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR (FY) 2021 UNDER EXECUTIVE ORDER NO. 80, S. 2012 AND EXECUTIVE ORDER NO. 201, S. 2016

Attached is the Memorandum Circular No. 2021-1 with subject "Guidelines on the Grant of the Performance-Based Bonus (PBB) For Fiscal Year (FY) 2021 Under Executive Order No. 80, S. 2012 and Executive Order No. 201, S. 2016".

For your information and guidance.

For record purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.


REY LEONARDO B. GUERRERO

Commissioner JUL 29 2021



BDC-03-11080

Sample Inventory

| Office Division | Title | Description | Disclosure | Data Maintainer | Date Released |
|-------------------------------|--------------------------------------|--|------------|---|----------------|
| Account Management Office | Customs Memorandum Order 05-2018 | Supplemental to CMO No. 11-2014, Revised Guidelines for Registration of Importers and Customs brokers with Bureau of Customs (BOC) | Public | Account Management Office | April 30, 2018 |
| Internal Administration Group | Customs Memorandum Circular 118-2018 | Rate of Exchange for the week June 21-27-2018 | Public | Central Records and Management Division | June 20, 2018 |
| Office of the Commissioner | Customs Administrative Order 4-2017 | Rule on nepotism in the Bureau of Customs | Public | Central Records and Management Division | June 2, 2017 |
| Import and Assessment Service | Customs Memorandum 2018-06-010 | Tariff Commission Circulars/Advance Rulings | Public | Import and Assessment Service | June 5, 2018 |

Note: For questions / clarifications, please call Public Information and Assistance Division at telephone numbers 705-6000 or mobile numbers 0905-299-7977 and 0929-503-5138, and look for Mr. Arjay Rosario.

Thank you.