



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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PROFESSIONALISM INTEGRITY ACCOUNTABILITY

OCOM Memo No. 165 - 2021

MEMORANDUM

TO : All Deputy Commissioners
 All District Collectors
 All Directors
 All Division/Office Chiefs
 All Groups/Services/Divisions/Offices
 All Ports/Subports

FROM : REY LEONARDO B. GUERRERO
 Commissioner

SUBJECT : SUBMISSION OF GROUP & PORT ACCOMPLISHMENT REPORT FOR 2021

DATE : 21 December 2021



BOC-03-13155

The Office of the Commissioner, through the Public Information and Assistance Division (PIAD), is in the process of preparing the Bureau of Customs' (BOC) Annual Report 2021. This is in compliance with the Executive Order No. 292 or the Administrative Code of 1987 which requires branches, subdivisions, department, and agencies of the government to submit and publish annual reports.

In this regard, **all concerned are required to submit their respective Accomplishment Report on the BOC's primary mandates undertaken from January 01 to December 31, 2021, as well as other relevant inputs on or before January 10, 2022.** (See Annex A)

The accomplishment reports of each group and/or district should include the accomplishments of the unit/office/division or port/support under them. A brief narrative with graphs and/or tables, photos, infographics, and/or annexes shall suffice.

The reports **MUST BE SUBMITTED VIA EMAIL** to paid@customs.gov.ph, noroniok@customs.gov.ph, and ea.sabarezj@customs.gov.ph (in soft copy, via Word/Doc file attachment). Please do not send PDF or JPEG files as these cannot be edited.

Accompanying photos must be emailed as well in their original format (JPEG/PNG), and should not be pasted in a Word/Doc/PDF file.

Should you have any concerns or clarifications, please feel free to contact Ms. Karren April A. Noronio and Ms. Jennelyn Sabarez of PIAD through any of the following:

Karren April A. Noronio Administrative Officer IV Email: noroniok@customs.gov.ph Viber: (0917) 305 2661	Jennelyn Sabarez Writer Email: ea.sabarezj@customs.gov.ph Viber: (0916) 751 3405
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For strict compliance.

OCOM Memo No. 165 - 2021

A Modernized and Credible Customs Administration That is Among the World's Best

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GROUP REQUIREMENTS:

	Groups	Deliverables
1	Internal Administration Group (IAG)	<ul style="list-style-type: none"> - Time Release Study - Anti-Corruption Efforts: <ul style="list-style-type: none"> o Filed Administrative Cases o Transmitted Cases to the Ombudsman o Dismissed o Suspended o Reprimanded o Reshuffled o Relieved - Complaints Resolution Rate <ul style="list-style-type: none"> o 8888 o Civil Service Commission o Presidential Complaint Center - Summary Report on WCO Mercator Program - Summary of Results of the WCO Integrity Diagnostic Survey - Summary of Results of the PSRC Survey - Status of ISO Certification of Offices & Ports - Major Improvement on BOC Facilities, Equipment, and Infrastructure (e.g.: <i>Procurement of X-ray Machines, Body-Word Cameras, etc.</i>) - Progress Report on 10-Point Priority Program 2021 - Accomplishments as Chairman of the ASEAN DGs of Customs - Automation Projects - Vaccination of Employees - Other significant accomplishments
2	Post-Clearance Audit Group (PCAG)	<ul style="list-style-type: none"> - Audit Notification Letter (ANL) and Final Audit Report (FAR) <ul style="list-style-type: none"> o ANLs Issued o Approved ANLs o Collection from Demand Letters - Prior Disclosure Program <ul style="list-style-type: none"> o Approved o Denied o Collection - Other significant accomplishments
3	Assessment & Operations Coordinating Group (AOCG)	<ul style="list-style-type: none"> - Revenue Collection from Public Auctions - Donations to NGAs and OGAs - Released PPEs & Medical Supplies - Average Yard Utilization Rate (by month) - Disposed Overstaying Containers (Auctioned, Condemned, Donated) - CBW Inspection & Closure - Summary of Accomplishments of ETRACC Implementation (effect to trade, border security, & revenue) - Other significant accomplishments
4	Revenue Collection & Monitoring Group (RCMG)	<ul style="list-style-type: none"> - Revenue Collection Performance by Year - Revenue Collection Performance by Month - Filed Criminal Cases before DOJ (with number of respondents and dutiable value) - Filed Administrative Cases before PRC - Other significant accomplishments
5	Intelligence Group (IG)	<ul style="list-style-type: none"> - Released Covid-19 Vaccines - Summary of Seized Smuggled Goods

ANNEX A

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		<ul style="list-style-type: none"> - Seized Goods through Intensified Port Inspection and Examination (issued with Alert Orders) - Seized Goods through Intensified Intelligence & Enforcement Operations (served with LOAs) - Seized Illegal Drugs - Number of Alert Orders issued (positive, pending & negative) - Number of Letters of Authority issued (positive & negative) - Processed Accreditation of Importers & Customs Brokers - Revoked Accreditation of Importers & Customs Brokers - Consignees Site Inspection (inspected and without existing office) - Anti-Corruption Efforts: <ul style="list-style-type: none"> o Issued Show-Cause Orders o Personnel Investigated o Transmitted Cases to NBI - Procured Logistical Tools relevant to border protection - Other significant accomplishments
6	Enforcement Group (EG)	<ul style="list-style-type: none"> - Fuel Marking Program - Procured Logistical Tools relevant to border protection - Other significant accomplishments
7	Management Information System & Technology Group (MISTG)	<ul style="list-style-type: none"> - ICT systems implemented (with description and status) - Progress Report on the PCMP Implementation - Progress Report on NSW - CCPS Processed Tickets - Other significant accomplishments

PORT REQUIREMENTS:

	Port	Deliverables
8	All 17 Ports	<ul style="list-style-type: none"> - Total Number of Processed and Released Entries - Revenue Collection (Monthly & Yearly) - Processed Balikbayan Boxes - Condemned Forfeited Goods - Issued WSDs - Issued Alert Orders - Processed & Released PPEs, Medical Supplies, and Covid-19 Vaccines - Condemned/Destroyed Forfeited Goods - Other Significant Projects and Accomplishments