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MEMORANDUM

FOR : ALL BOC PERSONNEL

FROM : REY LEONARDO B. GUERRERO
Commissioner



BOC-03-09186

APR 26 2021

SUBJECT : GOVERNANCE CULTURE CODE ENGAGEMENT CHECKBOX

DATE : APRIL 14, 2020

1. Pursuant to the Bureau of Customs' transformation program under the Performance Governance System, you are hereby directed to read the BOC Governance Culture Code every month.
2. The e-form checkbox to monitor your monthly reading of the Governance Culture Code is in the BOC Rating Portal.
3. **This must be accomplished every month**, starting April 26, 2021 (Monday).
4. See attached guide with screenshots (Attachment A) for your reference.

For strict compliance.



Attachment A.

Governance Culture Code checkbox will be accomplished in the prescribed procedure & schedule:

1. After logging-in, personnel will click on the Governance Culture Code menu to view the checkbox.

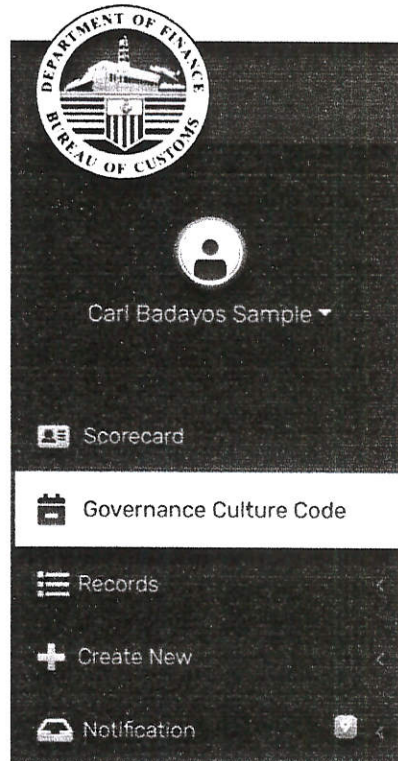


Image 1. Click on the Governance Culture Code menu.

2. Personnel will read the statement of the checkbox, and indicate the days of respective month that he/she read the BOC Governance Culture Code

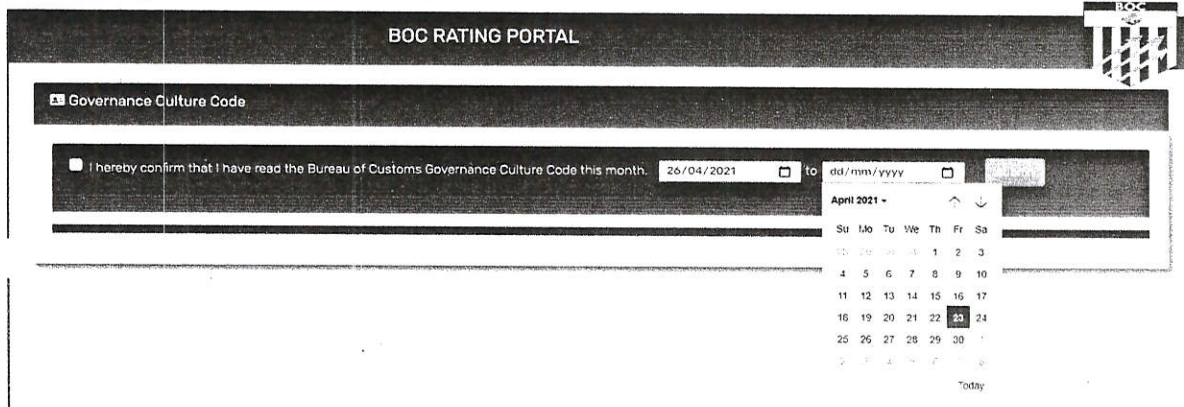


Image 2. Indicate the timestamp within the month that you have read the BOC Governance Culture Code.



3. Personnel will tick the checkbox and click submit.

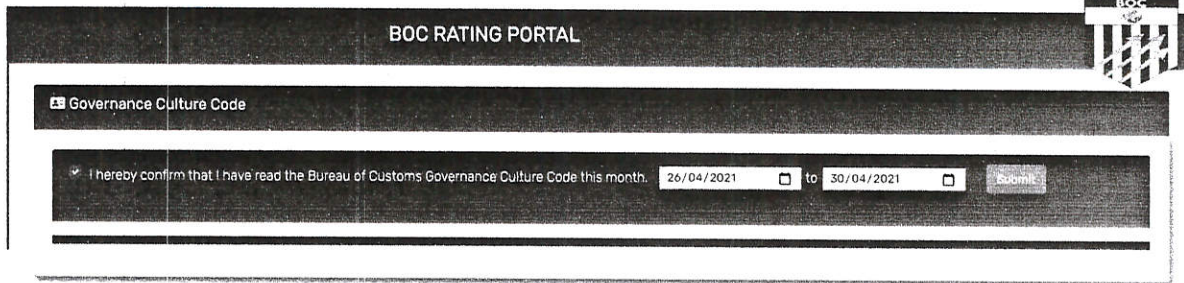


Image 3. Ticking the checkbox and clicking submit will transmit your compliance for monthly monitoring.

4. This is to be accomplished every month.

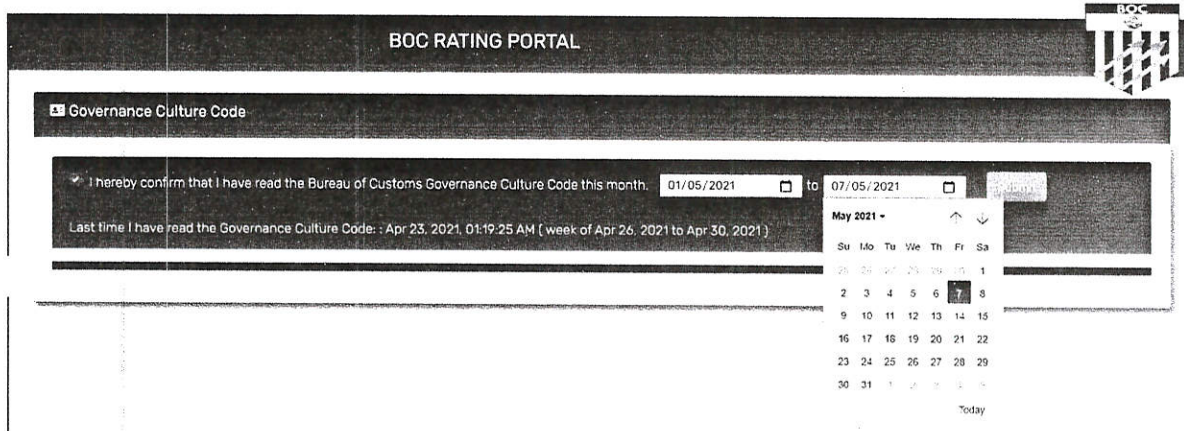


Image 4. The BOC Governance Culture Code checkbox will also reflect your previous submission.