



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



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OCOM Memo No. 33-2023
MEMORANDUM

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TO : ALL CONCERNED

FROM : BIENVENIDO Y. RUBIO
Commissioner *[Signature]* APR 05 2023

SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF THE
BUREAU OF CUSTOMS' STUDENT INTERNSHIP
PROGRAM (SIP)

DATE : 17 March 2023

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1. In line with the Bureau of Customs (BOC)'s efforts to provide students with an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes, and to gain hands-on experience, this Bureau shall implement the following guidelines on the Student Internship Program (SIP).
 2. Application and selection process
 - 2.1 Students who are interested to apply to the BOC Student Internship Program (SIP) must possess the following qualifications:
 - 2.1.1 Moral fitness (i.e., no derogatory records)
 - 2.1.2 Technical fitness (i.e., computer literate)
 - 2.1.3 Good oral and written communication skills
 - 2.2 Only students who have submitted the complete documentary requirements listed below shall be processed:
 - 2.2.1 Application letter addressed to the following personnel concerned:
 - a. Applicants to Central Office:

Chief
Human Resource Management Division
Bureau of Customs



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b. Applicants to Collection Districts:

Head
Administrative Division
Collection District (e.g., Port of Manila)
Bureau of Customs

2.2.2 Duly accomplished BOC SIP Forms:

- a. BOC SIP Form 1¹
- b. BOC SIP Form 2²
- c. BOC SIP Form 3³

2.2.3 Other requirements:

- a. Registration Form or Proof of Enrollment
- b. Class schedule

2.3 Students shall undergo selection and assessment process to ensure that they will be deployed to the appropriate office which will provide them the opportunity to apply the relevant knowledge and skills which they acquired from their formal education.

2.4 Selected students shall submit the Memorandum of Agreement/ Understanding (MOA/MOU) from the Commission on Higher Education (CHED)-registered Higher Education Institution (HEI), where the said students are currently enrolled in, within two (2) weeks upon receipt of the Notice of Acceptance.

3. Rights and obligations of parties:

3.1 Higher Education Institution

3.1.1 The HEI shall issue a certification that the student intern is physically, psychologically, and mentally fit to undergo the BOC SIP.

3.1.2 The HEI shall prepare the MOA/MOU which will be submitted to the BOC for its evaluation and approval.

3.1.3 The HEI shall designate an Internship Coordinator who shall coordinate with the BOC on the procedure and prerequisites of the SIP for the benefit of the student.

¹ BOC Student Internship Program Application Form with endorsement

² BOC Student Internship Program Essay Questionnaire

³ Medical Certificate and Waiver



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3.1.4 The HEI shall exert reasonable efforts that the student intern settles all their responsibilities before the end of the training period. However, nothing herein shall be construed as to make the HEI primarily or subsidiarily liable for the financial accountabilities of the student intern to the BOC.

3.1.5 The HEI shall take appropriate action on any concerns or complaints against the student intern in accordance with the BOC's policies.

3.2 Bureau of Customs:

3.2.1 The Human Resource Management Division (HRMD) of the BOC shall provide a copy of the MOA/MOU to its Legal Service as submitted by the HEI concerned.

3.2.2 Upon admission, the following BOC offices shall orient the interns on the programs, services, policies, and procedures of the BOC.

- a. For interns under Central Office – BOC-Interim Training and Development Division (ITDD)
- b. For interns under Collection Districts – the respective Administrative Divisions/Units

3.2.3 The BOC shall provide the interns with identification cards which shall be worn while in the BOC premises and shall be surrendered by the interns at the end of their internship.

3.2.4 The BOC shall provide relevant instructions and trainings to the interns consistent with its policies, rules, and regulations. It shall professionally treat the interns and shall not subject them to tasks and work assignments that are risky, dangerous, or unrelated to the purpose of the program.

3.2.5 The BOC shall endeavor to provide a safe and conducive working environment for the interns and shall institute measures to protect the interns from any form of harassment, abuse, exploitation, or any incident which shall put their life, health, honor, and property under peril.

3.2.6 The BOC shall immediately undertake remedial measures in case of any untoward incident committed by, for, or against, the interns and notify the HEI of the incident for appropriate intervention.



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- 3.2.7 As part of its advocacy for gender equality, the BOC shall require the interns to attend a Gender and Development (GAD) related training to be conducted by the BOC-ITDD.
 - 3.2.8 The BOC shall evaluate the interns and a certification shall be issued only after the completion of the interns' SIP.
 - 3.2.9 The BOC reserves the right to terminate and discontinue the interns' training at BOC for any violation of the training agreement, improper behavior, violation of BOC rules, regulations, and policies, and other similar causes.
- 3.3 Interns:
- 3.3.1 It shall be the primary responsibility of the interns to complete the requirements of BOC as well as other requirements made known to them at the start of the deployment period.
 - 3.3.2 The interns shall complete the agreed duration of their SIP. In case the interns will be unable to finish their SIP within the designated period, they shall inform the BOC Internship Coordinator in writing of their intent and reasons to prematurely end their internship, at least three (3) working days before the last day of their SIP. Failure to complete the SIP without valid cause disqualifies the interns from retaking the program with the BOC but will be issued the equivalent number of hours rendered.
 - 3.3.3 The interns shall submit a Student Intern Weekly Accomplishment Report duly noted and signed by the Internship Supervisor where the student intern will be assigned, to the BOC HRMD outlining observations, learning, and reflection relative to the actual work the student is exposed to.
 - 3.3.4 The interns shall not divulge and/or use any information that they may have access to in the performance of their work assignments, without the written consent of BOC.
 - 3.3.5 The interns shall not use the resources of BOC for personal use and academic purposes.
 - 3.3.6 The interns shall observe proper decorum and strictly adhere to BOC policy, rules, and regulations. The interns respect and confirms the right of BOC to terminate and discontinue their SIP at BOC for any violation of the training agreement, improper behavior, violation of TPB



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rules, regulations, and policies, and other similar causes in the course of their stay at the BOC.

3.3.7 The interns shall be personally responsible for claims and liabilities for personal injury or damages or losses of BOC property, equipment, and supplies they may cause in the course of their SIP.

4. Implementing Guidelines:

- 4.1 There is no employer-employee relationship between the BOC and the interns. Student interns shall not be entitled to the compensation/benefits/incentives accorded to an employee.
- 4.2 Should there be a breach of agreement or misconduct in the BOC premises, the BOC shall notify and provide written notice to the HEI at least seven (7) working days before the BOC decides to suspend or terminate the MOA/MOU without prejudice to other remedial action that will be warranted under the circumstances pending the issuance of the written notice.
- 4.3 Interns shall undergo training evaluation upon completion of the program and shall likewise evaluate the BOC Student Internship Program by accomplishing BOC SIP Form 4⁴.
- 4.4 Interns who have completed their training hours and given outstanding ratings by the office to which they were deployed shall be given the opportunity to be considered for hiring in BOC job vacancies upon completion of all civil service requirements and subject to the usual screening process.

5. Monitoring and Evaluation:

5.1 Accomplishment and Attendance Report

- 5.1.1 The student interns shall be required to prepare and submit to the BOC HRMD a Student Intern Weekly Accomplishment Report and Daily Time Record forms duly noted and signed by the BOC Internship Supervisor outlining their observations, learning, and reflections relative to the actual work they were exposed to, and to monitor and ensure punctuality and attendance.
- 5.1.2 The abovementioned reports will be the basis for evaluating the progress of the students in the achievement of learning objectives.

⁴ BOC Student Internship Program Evaluation Form



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5.2 Evaluation of the Internship Supervisor

5.2.1 Aside from the complete submission of Accomplishments and Attendance Reports, the interns will also be evaluated at the end of the SIP by their BOC Internship Supervisor using the Student Internship Evaluation Form issued by the HEI.

5.2.2 The accomplished Evaluation Form shall be endorsed to the offices concerned who shall in turn compute the actual training hours rendered and prepare the Certification of Completion to be validated and signed by the following BOC personnel:

- a. For interns under Central Office – Chief of HRMD
- b. For interns under Collection Districts – Head of respective Administrative Divisions/Units

5.2.3 The offices concerned shall retain a file copy of the Evaluation Form, Daily Time Record, and Certification of Completion/Deployment of the interns and endorse the original copies in a sealed envelope to the HEI Coordinator upon receipt of the accomplished F4⁵.

5.3 Evaluation of the BOC Student Internship Program

5.3.1 Interns shall accomplish the BOC Student Internship Program Evaluation Form upon completion of their internship program. The said evaluation form shall be used as the basis of the BOC in improving its Student Internship Program.

6. This Memorandum shall take effect immediately and shall last until revoked.

7. For information and guidance.

⁵ BOC Student Internship Program Evaluation Form



Student Internship Application Form

PERSONAL DETAILS

<i>Name of Applicant</i>			
Last Name		First Name/s	Middle Name
<i>Complete Home Address</i>			
<i>Date of Birth (Date Month Year)</i>	<i>Place of Birth</i>	<i>Age</i>	<i>Sex</i>
<i>Contact Number (Personal Mobile)</i>		<i>Email Address (Primary Contact)</i>	

INTERNSHIP DETAILS

<i>Name and Address of Higher Education Institution (HEI)</i>	
<i>Course/Degree</i>	<i>Length of Internship</i>

The following forms and/or documents are attached to highlight details of the applicant:

- | | |
|---|-----|
| 1. Application Letter addressed to Chief of HRMD | () |
| 2. BOC SIP Form 1. Application Form | () |
| 3. BOC SIP Form 2. Essay Questionnaire | () |
| 4. BOC SIP Form 3. Medical/Health Certificate | () |
| 5. Copies of Certificate of Matriculation or Proof of enrollment and Class Schedule | () |

<p align="center">APPLICANT'S CERTIFICATION</p> <p>I hereby certify to the truthfulness and correctness of the information stated above to the best of my knowledge, including information stated in the attached documents and/or forms.</p> <p>_____ Applicant's Signature over Printed Name</p> <p>Date _____</p>	<p align="center">SCHOOL ENDORSEMENT</p> <p>On behalf of the University/College, I most respectfully endorse this application for consideration of the Review and Selection Panel of the BOC Internship Program.</p> <p>_____ HEI's Authorized Representative</p> <p>Date _____</p>
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ACTION OF BOC INTERSHIP COORDINATOR

<i>Date of Interview</i>	<i>Time</i>	<ul style="list-style-type: none"> • Physical Interview • Virtual Interview
<i>Findings and Recommendation</i> <input type="radio"/> APPROVED <input type="radio"/> DISAPPROVED	<i>Remarks</i>	

(Section Chief of Training)

(Position)
(Section)

Date _____

(Chief of HRMD)

(Position)
(Section)

Date _____

1. Internship Details

Approved Length of Internship				
Inclusive Dates	<i>Start</i>			<i>End</i>
<i>Reporting Schedule</i>	Monday	Tuesday	Wednesday	Thursday
				Friday
<i>Work Hours per Week</i>	<i>Start</i>			<i>End</i>
<i>Remarks</i>				

2. Placement Details

Department/Office			
Division/Unit			
Supervisor/Mentor (Principal) <i>(Must be a regular/permanent employee)</i>			
Job Title			
Email Address			Contact Number
Supervisor/Mentor (Alternate) <i>(Must be a regular/permanent employee)</i>			
Job Title			
Email Address			Contact Number



BOC Student Internship Program

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Form 2
Essay Questionnaire

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INSTRUCTION: Kindly answer the questions as truthfully as possible. Answer each question in not more than 500 words. You may use separate sheets if necessary.

Why did you choose to do your internship with the Bureau of Customs? What do you hope to get from this internship?

What are your specific learning expectations?

What do you think is your advantage over other applicants?



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BOC Student Internship Program

Form 3-A Health Clearance/Medical Certificate¹

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TO WHOM IT MAY CONCERN:

This is to certify that Mr/Ms _____, _____
 years of age and a resident of _____
 _____ sought consultation
 from and was examined by the undersigned on _____ and was found to be
 physically and mentally fit to apply and participate in the BOC Student Internship Program.

This is to certify further of Mr/Ms _____ COVID-19 vaccination status as of
 today:

<input type="radio"/> Fully Vaccinated	<input type="radio"/> Partially Vaccinated	<input type="radio"/> Not Vaccinated ²
<input type="radio"/> Boosted (1st)	<input type="radio"/> Boosted (2nd)	

Other Diagnosis/Notes:

This medical certificate is issued for application purposes with the BOC Student Internship Program as required by the Bureau of Customs

_____, M.D.
 Attending Physician
 License No. _____
 PTR No. _____

¹ The applicant may opt to request from their school doctor.

² If the applicant opted out to take any COVID-19 vaccination, kindly accomplish the attached waiver.



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BOC Student Internship Program

WAIVER AND RELEASE OF LIABILITY (For applicants without COVID-19 Vaccination)

Last Name			First Name/s			Middle Name		
Name of Higher Education Institution (HEI)								
Complete Home Address								
Date of Birth (Date Month Year)			Place of Birth			Age		Sex
Personal Mobile Number					Telephone Number			
Email Address (Primary Contact)					Email Address (Secondary Contact)			
Name of Person in case of emergency								
Address of Emergency Contact								
Relationship to the student-intern					Personal Mobile Number			

I, the undersigned applicant for the BOC Student Internship Program, being aware of the health risks posed by the COVID-19 pandemic, and having decided to opt out from taking related vaccines either for health, religious, or purely personal reasons, with knowledge that my internship, if accepted, will involve being in the company of people in a public space on a daily basis, am voluntarily participating in the same.

Having such knowledge and by signing below, I am acknowledging that I have received and reviewed information on the risks associated with COVID-19. I have also received and reviewed information on the availability, effectiveness, and risks of vaccination against COVID-19.

With this waiver, I voluntarily agree to release, discharge, and free from any form of liability, the Bureau of Customs and my HEI, including its officers, employees, and agents from any and all costs, liabilities, expenses, claims, demands, or causes of action on account of any loss or personal injury that might result from my decision not to be vaccinated.

I hereby assume all risks connected therewith and consent to participate in the said program even as the BOC and my HEI undertake all requisite measures to ensure my safety against COVID-19 infection.

Applicant's Signature over Printed Name
Date _____

Parent/Guardian's Signature over Printed Name
Date _____



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Form 4 *lumb*

BOC Student Internship Program Evaluation

This form is to be filled out and turned in at the end of internship program.

Student Information

Name:	Course:
Contact Number	E-mail:
Date of Evaluation:	

Supervisor Information

Supervisor Name:	Position:
Port/Office/Division:	

Questions

These questions are designed to help students currently looking for internship opportunities learn more about whether this particular experience will be valuable to them. Please answer these questions honestly and thoughtfully. Rate the statements below using the following key:

5 = Strongly Agree	4 = Agree	3 = Neutral	2 = Disagree	1 = Strongly Disagree	NA=Not applicable
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This experience gave me a realistic preview of this career field.	5	4	3	2	1	N/A
As a result of my internship, I have a better understanding of concepts, theories, and skills in my course study.	5	4	3	2	1	N/A
I was given adequate training or explanation of projects.	5	4	3	2	1	N/A
I had regular meetings with my supervisor and received constructive, on-going feedback.	5	4	3	2	1	N/A
I was provided levels of responsibility consistent with my ability and was given additional responsibility as my experience increase.	5	4	3	2	1	N/A



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My supervisor was available and accessible when I had questions/concerns.	5	4	3	2	1	N/A
The work I performed was challenging and stimulating.	5	4	3	2	1	N/A
There were ample of opportunities for learning.	5	4	3	2	1	N/A
I feel that I am better prepared to enter the world of work after this experience.	5	4	3	2	1	N/A

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Comments and/or Recommendations: