



Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
1099 MANILA

**FEB 26 2014**

**CUSTOMS MEMORANDUM ORDER**

No: OS - 2014

**SUBJECT: CREATION OF THE BUREAU OF CUSTOMS EXTERNAL AFFAIRS COMMITTEE**

**1.0 OBJECTIVES**

- 1.1 To have an efficient and centralized body that will supervise the bureau's strategic alliances both in the international and domestic community;
- 1.2 To rationalize and optimize the selection and deployment of delegates particularly in international meetings, fora, conferences and/or workshops; and,
- 1.3 To develop a mechanism that would institutionalize the monitoring and evaluation of all international and domestic undertakings.

**2.0 MEMBERS OF THE EXTERNAL AFFAIRS COMMITTEE**

- 2.1 The External Affairs Committee shall serve as a channel between the bureau and its affiliated and/or related international and domestic organizations or entity. It shall be managed and supervised by a designated Deputy Commissioner herein called Chairman. The Chairman shall have five members and a head secretariat to assist in the implementation of the tasks, *to wit:*

**CHAIRMAN :** Deputy Commissioner PRIMO B. AGUAS

**MEMBERS :** Deputy Commissioner AGATON TEODORO O. UVERO  
Deputy Commissioner JESSIE D. DELLOSA  
Deputy Commissioner MARIA EDITA Z. TAN  
Deputy Commissioner MYRNA S. CHUA  
Deputy Commissioner ARIEL F. NEPOMUCENO

**HEAD SECRETARIAT:** Alejandria E. Frago

### **3.0 FUNCTIONS**

#### **The External Affairs Committee shall:**

- 3.1 Coordinate the bureau's international and domestic commitments and cooperation activities including the preparation of position papers and other technical requirements;
- 3.2 Provide technical support to the bureau's hosting of international conferences and other events arising from international commitments and obligations;
- 3.3 Provide technical support to the bureau's representatives/focal points in inter-agency fora and external relations such as, but not limited to, APEC, ASEAN, ASEM, WTO, WCO/ROCB AND BIMP-EAGA and other multi-lateral/bilateral ad hoc groupings and task forces;
- 3.4 Undertake the selection and deployment of delegates both in the international and domestic engagements; and identify and endorse to the Commissioner competent personnel who shall represent the bureau;
- 3.5 Mandate the submission of the following deliverables by the representatives or delegates within five (5) days after the end of the meeting, forum, conference and/or workshop:
  - 3.5.1 Meeting report including results, analyses and policy recommendations;
  - 3.5.2 Soft copy of the same in pdf formats.

#### **The Head Secretariat shall:**

- 3.6 Develop a tool or mechanism in order to institutionalize the monitoring and evaluation of the bureau's performance vis-à-vis the commitments made in international meetings, conferences and/or fora;

- 3.7 Prepare and submit to the Committee and the Commissioner periodic reports on the status of the bureau's external cooperation activities for submission to relevant international and national agencies.

#### 4.0 OPERATIONAL AND INSTITUTIONAL GUIDELINES

- 4.1 The Chairman shall report to and clear with the Commissioner all policy recommendations before these could be presented in both international and domestic engagements;
- 4.2 All internal offices of the bureau are mandated to provide and extend support and cooperation to the Committee. Access to relevant information shall be accorded including, but not limited to, information on policy developments and on imports and exports for purposes of statistical, macro and policy related analysis.
- 4.3 The bureau shall shoulder the necessary expenses of the Committee and the secretariat staff.

This order shall take effect immediately. Accordingly, all orders/issuances inconsistent herewith are deemed revoked or superseded.

For compliance.

  
**JOHN P. SEVILLA**  
Commissioner



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