

**CUSTOMS MEMORANDUM ORDER NO.** 42-2015

**SUBJECT : FIRST PHASE OF THE IMPLEMENTATION OF THE HUMAN RESOURCE INFORMATION SYSTEM (HRIS) PROJECT IN THE BUREAU OF CUSTOMS**

**1.0. Rationale and Objectives of the HRIS.** In our continuing pursuit of initiatives to improve the existing systems and procedures in the Bureau of Customs, the Human Resource Management Information System (HRIS) Project shall be adopted and implemented.

To establish the reliability and effectiveness of the HRIS, the Bureau shall conduct a pilot testing.

- 1.1. The HRIS Project has the following objectives:
  - 1.1.1. To ensure accuracy and security of BOC personnel records;
  - 1.1.2. To provide an accurate electronic method of timekeeping through the use of a Biometric System;
  - 1.1.3. To provide a fast, simplified, and efficient payroll system linked with the HRIS; and
  - 1.1.4. To streamline the process of facilitating requests relative to personnel documents.

- 1.2. The HRIS functionalities are as follows:
  - 1.2.1. It operates as the Central Records System which contains, maintains, and safeguards pertinent records of all BOC personnel;
  - 1.2.2. It generates automated and validated data relative to attendance;
  - 1.2.3. It advances to a more comprehensive and cost-effective payroll process;
  - 1.2.4. It enables prompt delivery of service to personnel with document requests.

**2.0. Coverage.** All employees are covered by the HRIS. For the first phase of the implementation of the Project, only the employees under the Office of the Commissioner (i.e. AOCG, EG, IAG, IG, MISTG, and RCMG) are enjoined to enroll in the System. Employees under ESS and CIIS currently assigned at the outports are not yet covered therein.

**Certified True Copy**

*A. Montemayor*  
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Alexander C. Montemayor  
Admin Officer V  
CRMD - BOC

3.0. **Procedure of Enrollment in the System.** The enrollment in the Biometric System will be conducted at the Main Lobby, Ground Floor, OCOM Building on the following schedule:

Group	Dates	Time
OCOM	December 10	10:00AM - 12:00NN
IAG	December 10	1:00PM - 5:00PM
AOCG	December 11	8:00AM - 12:00NN
MISTG	December 11	1:00PM - 5:00PM
RCMG	December 14	8:00AM - 1:00PM
IG	December 15	8:00AM - 5:00PM
EG	December 16	8:00AM - 5:00PM

- 3.1. The HRMD shall take charge of the enrollment procedure and provide the necessary assistance to employees during the said enrollment.
- 3.2. After an employee's enrollment of fingerprints, his/her identification photo will be taken by the personnel from the Public Information and Assistance Division (PIAD).


4.0. **Duties and Responsibilities of the Human Resource Management Division (HRMD).** The HRMD, the administrator of the Project, shall:

- 4.1.1. Ensures the availability of necessary equipment for the project, as provided for in the Memorandum of Agreement (MOA) between BOC and Landbank;
- 4.1.2. Provide administrative and technical assistance during the enrollment of personnel information and other requirements for the implementation of the Project;
- 4.1.3. Record, validate, and secure all information and data gathered;
- 4.1.4. Disseminate information on the use and advantages of the project;
- 4.1.5. Attend to queries and/or clarifications from employees relevant to the project;
- 4.1.6. Monitor the overall execution of the Project; and
- 4.1.7. Oversee, provide and submit to Management progress reports on the Project.

5.0. This Order shall take effect immediately.

6.0. For strict compliance.

**Certified True Copy**

  
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 Alexander C. Montemayor  
 Admin Officer V  
 CRMD - BOC

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**ALBERTO D. LINA**  
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