



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
1099 Manila

MEMORANDUM

TO : **ALL THE DEPUTY COMMISSIONERS
ALL DIRECTORS AND DIVISION CHIEFS
ALL HEADS OF UNITS/OFFICES
ALL DISTRICT/PORT COLLECTORS
ALL OTHERS CONCERNED**

FROM : **REY LEONARDO B. GUERRERO**
Commissioner **APR 03 2019**

SUBJECT : **2019 WORK/OPERATIONAL PLAN**

DATE : 3 April 2019



BOC-09-00654

Towards the accomplishment of the 10-Point Priority Agenda of the Office of the Commissioner, a Memorandum dated 4 January 2019 was issued for you to submit a detailed report of your planned programs and/or activities for 2019, along with your corresponding targets, performance indicators, timelines, funding requirement, and responsible unit/office.

These pieces of information will serve as inputs to the Commissioner's personal dashboard. The objective is to come up with a monitoring tool that will give the Commissioner more lead time to prepare for any event or activity requiring his presence or attention, to enable him to effectively manage contingencies, and to make proactive and informed decisions.

As of 31 January 2019, there were only twenty-three (23) work/operational plans submitted. Thus, the Office of the Chief of Staff issued a memorandum dated 17 January 2019, to remind all other concerned units/offices to submit their respective work/operational plans and to send their representatives to the scheduled meetings where the directive may be better explained and issues regarding the preparation of the plan can be clarified.

On 6 February 2019, a set of guidelines together with the prescribed format for the work plan were disseminated through e-mail to the entire bureau as agreed during the meeting with the Office of the Chief of Staff. Based on the said Memorandum, the concerned units/offices were given until 13 February 2016 to submit their revised work plans. Again, only a handful of BOC units were able to comply within the deadline. Requests for extension were granted

as most of the offices had to wait for the approval of their unit heads prior to submission.

On 6 March 2019, this Office issued another memorandum reiterating the directive to submit the work/operational plans on or before 12 March 2019. Ten (10) units revised their work plans following the guidelines and prescribed format, while two (2) additional ports submitted their plans in compliance with the earlier memorandum, while others failed to submit any.

In this regard, there is hereby created a Monitoring Unit, headed by the Chief of Staff, Office of the Commissioner, tasked to track the movement of the consolidated work/operational plans for 2019, and to report to the Commissioner their proper implementation. The said unit shall also be responsible in the creation of a dashboard as an integral part of the monitoring tool of the Commissioner.

Finally, all offices/units and their accountable officials who failed to comply with the directive to submit work/operational plans for 2019 are directed to Show Cause within five (5) days from receipt hereof, why no administrative charges will be filed against them for Negligence of Duty, Refusal to Comply with a valid directive, Insubordination, and Conduct Prejudicial to the Best Interest of the Service.

For strict compliance.