

2019-10-013





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

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MEMORANDUM

TO : All Deputy Commissioners
All Directors
All District Collectors
All Port/Sub-Port Collectors
All Division Chiefs/ Equivalent Units

FROM : 
REY LEONARDO B. GUERRERO
Commissioner
OCT 10 2019  BOC-03-03103

SUBJECT : SUBMISSION OF ACCOMPLISHMENT REPORT/ INPUTS
TO THE 2019 BOC ANNUAL REPORT

DATE : 03 October 2019

- 1.0) The Office of the Commissioner, through the Public Information and Assistance Division, is now in the process of preparing the **Bureau of Customs 2018 Annual Report**. This is in compliance with Executive Order 292 or the Administrative Code of 1987 which requires branches, subdivisions, department and agencies of the government to submit and publish annual reports.
- 2.0) In this regard, all concerned are required to **submit on or before every first week of the following month, their respective accomplishment reports** on all programs and projects undertaken from July 01 to December 31, 2019 and **other relevant inputs** not included in below listed requirements. In addition, each port/office must also submit the same on a monthly basis.
- 3.0) **The accomplishment reports of each group and/or district should include the accomplishments of the unit/office/division or port/sub-port under them.** Bullet points indicating salient or pertinent information shall suffice, without the need to submit lengthy articles in paragraph format.
- 4.0) Accordingly, reports/inputs required are the following:

a.) Revenue Collection Monitoring Group

1. Operation highlights
 - a. Revenues and sources of revenue growth
 - Collections
 - Top Performing Ports
 - Auctions & Negotiated Sales
2. Tax Credit Certificates/Tax Refund
3. Anti-smuggling
 - a. Litigation/BATAS CASES
 - Number of cases
 - Status/Progress of cases

South Harbor, Gate 3, Port Area, Manila 1099 Tel. Nos: 527-4537, 527-1935 (OCOM)
Website: www.customs.gov.ph Email: boc.cares@customs.gov.ph (PIAD)



- Wins

4. Trade facilitation

- Bilateral/Multilateral agreements and areas of cooperation
- International relations/meetings
- Regional integration—concrete steps/policies implemented

b.) Assessment & Operations Coordinating Group

1. Operational highlights

a. Revenues and sources of revenue growth

- Collections
- Auctions & Negotiated Sales

2. Policy changes and reforms

a. New issuances and rules

3. Progress report/Accomplishment report on selected major policy reform(s)

4. Port operations (Yard Utilization)/ Trade facilitation

c.) Intelligence Group

1. Operational highlights

a. Anti-smuggling & border security

- Apprehensions/Seizures*
- Alert Orders*

*** Please see Item No. 5**

b. Inter-agency cooperation and coordination

c. Number of accredited importers and brokers and reform processes on Importer/broker accreditation process

d. Number of suspended/cancelled importers'/brokers' accreditation

d) Enforcement Group

1. Operational highlights

a. Anti-smuggling & border security

- Apprehensions/Seizures*
- Alert Orders*

*** Please see Item No. 5**

b. Inter-agency cooperation and coordination

e.) Management Information System & Technology Group

1. Automation, IT and new tools of work

- a. New computers/hardware and software
- b. New system processes/upgrade

2. Top 10 Import Commodities by Volume and Value (Duties and Taxes)

- a. Other Accomplishments

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f.) Internal Administration Group

1. Human Resources and Management
 - a. Hiring and Promotion
 - b. Trainings and other capacity-building programs/projects
 - c. Number of employees reshuffled, relieved, dismissed from service, with administrative cases
 - d. Gender and Development/Employee Welfare
2. General Services
 - a. Status of major procurement for the Bureau's improved operations
3. Central Records
 - a. List of Issuances categorized
4. Interim Training and Development Division
 - a. Gender and Development
 - b. Training and other capacity-building programs/projects
 - c. Customs Training Institute
5. Planning and Policy Research Division
 - a. Progress/Accomplishment Report on Time-Release Study
6. Audit
 - a. Full compliance
 - b. On-going compliance

g.) Collection Districts

1. Operation highlights
 - a. Revenues and sources of revenue growth
 - Collections
 - Auctions & Negotiated Sales
 - Balikbayan boxes (Number of shipments and balikbayan boxes/number of consignees/amount of duties and taxes collected)
 - b. Anti-smuggling & border control
 - Alert Orders*
 - Apprehensions/Seizures*

*** Please see Item No. 5**

2. Automation, IT and new tools of work
 - a. New computers/hardware and software
 - b. New investments in offices, vehicles, etc
3. Human Resources
 - a. Trainings and other capacity-building programs/projects
 - b. Hiring
 - c. Gender and Development/Employee Welfare

h.) External Affairs Office

1. Trade facilitation

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- Bilateral/Multilateral agreements and areas of cooperation
- International relations/meetings
- Regional integration-concrete steps/policies implemented
- Donated Equipment

i.) X-ray Inspection Project Office

- a. Apprehensions made as a result of x-ray scanning (in coordination with the port concerned to avoid duplication of reports)
 - b. List of new equipment acquired whether from procurement or donation and areas of deployment of new equipment
- 5.0) The reports **MUST BE SUBMITTED VIA EMAIL** to piad@customs.gov.ph (in soft copies, via Word/DOC file attachment). Please do **not** send PDF or JPEG files as these cannot be edited.

Copies of photos must be emailed as well in their original format (JPEG/GIF/PNG), and should not be pasted in a Word/DOC/PDF file.

***Important: For reports on apprehensions, seizures, alert orders, please STRICTLY FOLLOW the Excel format hereto attached.**

- 6.0) Should you have any concerns or clarifications, please feel free to contact thru telephone number 02 527 1968, Mr. John Emory Lyle P. Del Pilar (09611404360) or Ms. Joanne D. Agudo (09974555700) of PIAD.
- 7.0) For strict compliance.

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Monthly Data for the 2019 BOC Annual Accomplishment Report (For [Name of Port])

Revenue	Target	Discrepancy in %
₱	₱	%

Total Revenue from Goods declaration subject to clearance/value verification

₱	
Volume of Imports	Dutiable
Non-Dutiable	

Total no. of Alerted Shipments

Total no. of WSD Issued

Total yard utilization in %

%

Total % of Queuing of Vessels in Pilot Station

Total % of Queuing of Vessels in Discharging
%

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Total Container Dwell time (in days) for Import/Port	Total Container Dwell time (in days) for Export

Auction Revenue
₱

Total no. of Anti-Smuggling Operations

Smuggled Goods / Category	Amount
	₱
Total	₱

No. of Cases Filed Against Importers	No. of Cases Filed Against Brokers

New Equipment	
Kind of Equipment	Total No.

No. of BOC Employees	
Suspended	
Dismissed	
Charged	
Reshuffled	
Preventive Suspension	

Total no. of Container Releases	
Total no. of Container Discharges	

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Total Revenue from Goods declaration subject to clearance/value verification		
₱		
Volume of Imports	Non-Dutiable	Dutiable
Total no. of Processed Accreditations	Importers	Brokers

Total no. of Alerted Shipments	Total no. of WSD Issued

Total no. of Hired Personnel

Training/Seminars Conducted	
Title	Total Number of Seminars/Training

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Total no. of CAO's	Total no. of CMO's

Total no. of Anti-Smuggling Operations

Smuggled Goods / Category	Amount
	₱
Total	₱

IIQMSO Audit			
Port/Office	Compliance	Non-Compliance	% of Discrepancy

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	No. of BOC Employees
Suspended	
Dismissed	
Charged	
Reshuffled	
Preventive Suspension	

No. of Tax Credit Certificate	No. of Checks
Total Amount of Tax Credit Certificate	Total Amount of Checks
₱	₱

International Engagements	
Title	
Total No. of Engagements	

