



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM INTEGRITY ACCOUNTABILITY

OCOM Memo No. 102-2021

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MEMORANDUM

TO : ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS
ALL SERVICE DIRECTORS
ALL DIVISION CHIEFS

FROM : REY LEONARDO B. GUERRERO
Commissioner *RG* / JUN 29 2021



BOC-06-04780

SUBJECT : CONDUCT OF A BUREAU-WIDE AUTHORIZED DRUG TEST ON
BOC EMPLOYEES

DATE : June 25, 2021

It is the policy of the Bureau to protect the well being of its officials and employees from the harmful effects of the dangerous drugs and threats in the workplace. Thus, a bureau-wide drug testing activity shall be conducted in compliance with the existing rules and regulations of the Civil Service Commission (CSC), Dangerous Drugs Board (DDB), Philippine Anti-Illegal Drugs Strategy (PADS), and in accordance with Customs Memorandum Order (CMO) No. 36-2019.

In this regard, all District Collectors are hereby directed to implement the said activity within the 3rd or 4th quarter of this year with assistance from the ESS District Commanders. The number of employees subjected for drug testing shall be based on the hereto attached Distribution of Employees and the names of employee shall be selected by the Head of Offices and/or District Collectors.

Collection Districts shall submit request for additional funding to Budget Division as to the corresponding amount allotted therein and submit after-activity reports to DIR. III YOGI FILEMON L. RUIZ, Director, Enforcement and Security Service upon completion of the activity.

For strict compliance.

Cc:
All District Commanders



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PROPOSED DISTRIBUTION OF EMPLOYEES SUBJECT FOR DRUG TESTING						BUDGETARY REQUIREMENTS	
	OFFICES AND PORTS	RANDOM REGULAR EMPLOYEE	MANDATORY EG PERSONNEL	MANDATORY IG PERSONNEL	MANDATORY SG PERSONNEL	TOTAL	300/EMPLOYEE
1	OFFICE OF THE COMMISSIONER	2			1	3	
2	INTERNAL ADMINISTRATION GROUP	2			1	3	
	BUDGET DIVISION	2				2	
3	MANAGEMENT INFORMATION SYSTEMS AND TECHNOLOGY GROUP	2				2	
4	REVENUE COLLECTION MONITORING GROUP	2				2	
5	ASSESSMENT AND OPERATIONS COORDINATING GROUP	2				2	
6	POST CLEARANCE AUDIT GROUP	2				2	
7	INTELLIGENCE GROUP				1	1	
	OFFICE OF THE DEPUTY COMMISSIONER			2		2	
	ADMINISTRATIVE AND SUPPORT UNIT			2		2	
	PRODUCTION SECTION			2		2	
	ALERT ORDER CLEARING HOUSE DESK			1		1	
	CONTAINER CONTROL UNIT			1		1	
	ACCOUNT MANAGEMENT OFFICE			2		2	
	RISK MANAGEMENT OFFICE			2		2	
	XRAY INSPECTION PROJECT			20		20	
	OFFICE OF THE DIRECTOR, CIIS			2		2	
	INTELLIGENCE DIVISION			2		2	
	OPERATIONS SECTION			2		2	
	INVESTIGATION DIVISION			2		2	
	INTERNAL INQUIRY DIVISION			2		2	
	INTELLECTUAL PROPERTY RIGHTS DIVISION			2		2	
8	ENFORCEMENT GROUP				1	1	
	OFFICE OF THE DEPUTY COMMISSIONER		2			2	
	OFFICE OF THE DIRECTOR		2			2	
	CUSTOMS POLICE DIVISION		2			2	
	WATER PATROL DIVISION		2			2	
	RADIO COMMUNICATIONS DIVISION		2			2	
	CUSTOMS ANTI-ILLEGAL DRUGS TASK FORCE		27			27	
	ENVIRONMENTAL PROTECTION COMPLIANCE DIVISION		2			2	
	ESS MOTOR VEHICLE MONITORING AND CLEARANCE OFFICE		2			2	
	FIREARMS AND EXPLOSIVES OFFICE		2			2	
	OPERATIONS AND INTELLIGENCE OFFICE		2			2	
	PERSONNEL'S OFFICE		2			2	
9	PORT OF MANILA	2			38	40	
	ESS DISTRICT OFFICE POM		9			9	
	CIIS FIELD STATION- PORT OF MANILA			2		2	
	CIIS FIELD STATION-HCPTI			2		2	
10	MICP	2			23	25	
	ESS DISTRICT OFFICE MICP		10			10	
	CIIS FIELD STATION-MICP			2		2	
	CIIS FIELD STATION-NORTH HARBOUR	2		2		4	
11	NAIA	2			20	22	
	ESS DISTRICT OFFICE NAIA		10			10	
	CIIS FIELD STATION-NAIA			2		2	
12	PORT OF SAN FERNANDO	2			1	3	
	ESS DISTRICT OFFICE SFLU		2			2	
	CIIS FIELD STATION-PORT OF SFLU			2		2	
	EPSA BAGUIO, PORT OF SFLU	1				1	
13	PORT OF BATANGAS	2			8	10	
	ESS DISTRICT OFFICE BATANGAS		2			2	
	CIIS FIELD STATION-PORT OF BATANGAS			2		2	
	SUB-PORT OF PUERTO PRINCESA	1				1	
14	PORT OF LEGASPI	2			2	4	
	ESS DISTRICT OFFICE LEGASPI		2			2	
	CIIS FIELD STATION-PORT OF LEGASPI			1		1	
15	PORT OF ILOILO	2			3	5	
	ESS DISTRICT OFFICE ILOILO		2			2	
	CIIS FIELD STATION- PORT OF ILOILO			2		2	
16	PORT OF CEBU	2			9	11	
	ESS DISTRICT OFFICE CEBU		2			2	
	CIIS FIELD STATION-PORT OF CEBU			2		2	
17	PORT OF TACLOBAN	2			2	4	
	ESS DISTRICT OFFICE TACLOBAN		2			2	
18	PORT OF SURIGAO	2			3	5	
	ESS DISTRICT OFFICE SURIGAO		2			2	
	CIIS FIELD STATION- PORT OF SURIGAO			1		1	
19	PORT OF CAGAYAN DE ORO	2			10	12	
	ESS DISTRICT OFFICE CDO		2			2	
	CIIS FIELD STATION-PORT OF CDO			2		2	
20	PORT OF ZAMBOANGA	2			4	6	
	ESS DISTRICT OFFICE ZAMBOANGA		2			2	
	CIIS FIELD STATION-PORT OF ZAMBOANGA			2		2	
	SUB-PORTS OF BASILAN AND TAWI-TAWI	1				1	

162 X 300 = 48,600.00

41 X 300 = 12,300.00

34 X 300 = 10,200.00

8 X 300 = 2,400.00

15 X 300 = 4,500.00

7 X 300 = 2,100.00

9 X 300 = 2,700.00

15 X 300 = 4,500.00

6 X 300 = 1,800.00

8 X 300 = 2,400.00

16 X 300 = 4,800.00

11 X 300 = 3,300.00

	OFFICES AND PORTS	RANDOM REGULAR EMPLOYEE	MANDATORY EG PERSONNEL	MANDATORY IG PERSONNEL	MANDATORY SG PERSONNEL	TOTAL	300/EMPLOYEE
21	PORT OF DAVAO	2			17	19	
	ESS DISTRICT OFFICE DAVAO		2			2	} 25 X 300 = 7,500.00
	CIIS FIELD STATION-PORT OF DAVAO			2		2	
	SUB-PORT OF DADIANGAS, PORT OF DAVAO	2				2	
22	PORT OF SUBIC	2			4	6	
	ESS DISTRICT OFFICE SUBIC		2			2	} 10 X 300 = 3,000.00
	CIIS FIELD STATION-PORT OF SUBIC			2		2	
23	PORT OF CLARK	2			4	6	
	ESS DISTRICT OFFICE CLARK		2			2	} 10 X 300 = 3,000.00
	CIIS FIELD STATION-PORT OF CLARK			2		2	
25	PORT OF APARRI	2			1	3	
	ESS DISTRICT OFFICE APARRI		2			2	} 6 X 300 = 1,800.00
	CIIS FIELD STATION- PORT OF APARRI			1		1	
24	PORT OF LIMAY	2			2	4	
	ESS DISTRICT OFFICE LIMAY		2			2	} 8 X 300 = 2,400.00
	CIIS FIELD STATION-PORT OF LIMAY			2		2	
25% OF THE 10% OF THE 2,182 TOTAL REGULAR EMPLOYEE		55					
25% OF THE 725 TOTAL EG/IG EMPLOYEE			104	77			
25% OF THE TOTAL SG PERSONNEL					155		
						TOTAL EMPLOYEE = 391	
							Php 117,300.00
							(+)10% allowance if tested positive 11,730.00
							TOTAL EXPENSE = Php 129,030.00