



MEMORANDUM

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TO : ALL FOCAL PERSONS AND SECRETARIAT
ALL OTHERS CONCERNED
10-Point Priority Program

FROM : *[Signature]*
DONATO B. SAN JUAN
Chairman, 10-Point Priority Program Monitoring Committee
Deputy Commissioner, IAG and Chief of Staff

SUBJECT : **SUBMISSION OF EXECUTIVE SUMMARY ON THE 2020
10-POINT PRIORITY PROGRAM**

DATE : 2 June 2020

In relation to the Mid-year Accomplishment Report of the Bureau of Customs, you are hereby directed to submit an Executive Summary of your respective programs covering the period from January 2020 to May 2020, on or before 9 June 2020, which shall contain the following information:

1. **Name of the Priority Program-** e.g. Full Automation of Frontline Transactions.
2. **Program Lead-** Management Information and Technology Group (MISTG).
3. **Overview-** Brief statement or rationale of the program vis-à-vis the core mandate of the BOC.
4. **Goals and Objectives-** the general guidelines that explain what the program wants to achieve and defining the strategies or implementation steps to attain the identified goals. The objectives must be specific, measurable, and have a defined completion date.
5. **Specific Activities, Programs, and Policy Changes-** The list of deliverables.
6. **Program Milestones-** the task of zero duration that shows an important achievement of the program. The milestones should represent a clear sequence of events that incrementally build up until your program is completed.
7. **Program Status** – summary of the program's overall progress against the projected project plan.
8. **Recommendation-** a suggestion or proposal as to the best course of action relative to the program.
9. **Conclusion-** brief summation of the program and final comments thereto.
10. **References-** Laws, CMOs, CAOs, and related rules and regulations supporting the program.

For strict compliance.

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