



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

OCOM Memo No. 19-2021

## MEMORANDUM

**TO :** ALL CUSTOMS EMPLOYEES

**FROM :** REY LEONARDO B. GUERRERO  
Commissioner



BOC-03-08382

JAN 21 2021

**SUBJECT :** Call for Application for the Public Finance Program's Customs Course by the National Graduate Institute for Policy Studies (GRIPS) in Tokyo, Japan

**DATE :** January 15, 2021

- 1.0 This is with regard to the invitation to qualified Bureau personnel to the National Graduate Institute for Policy Studies (GRIPS) Public Finance Program's Customs Course, which will commence in September 2021 in Tokyo, Japan.
- 2.0 The Customs Course is a 13-month master's degree program designed for government officials from developing countries who are currently working in customs administration and have at least (2) two years of work experience in customs policy and administration.
- 3.0 The Japan-World Customs Organization (WCO) Human Resource Development Programme will offer a number of scholarships to selected students covering the airfare to and from Japan, monthly stipend, accommodation, and other expenses.
- 4.0 Interested applicants must meet the following qualifications:
  - a. A national of the eligible developing members of the WCO;
  - b. Have a bachelor's degree or its equivalent from a recognized, accredited university of the highest standard;
  - c. Proficient in English (a minimum test score of TOEFL iBT 79, IELTS Academic 6.0 or its equivalent);
  - d. A customs officer of a developing member of the WCO with quality work experience of at least two (2) years in the field of customs policy and administration in his/her home country at the time of enrollment;
  - e. Chosen and nominated by their Customs Administrations;
  - f. Individuals who have already been awarded a scholarship under the Japan-WCO Human Resource Development Programme in the past are not entitled to apply for this Scholarship Programme.
  - g. Preference will be given to applicants who have strong intention to utilize and apply their enhanced knowledge and skills toward the economic and

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social development of their countries, in particular, in the field of Customs.

- h. Preference will be given to applicants who are younger than 35 years old as of April 1st in the year of enrollment.
- i. It is required for applicants to have an arrangement of leave of absence or re-employment from their administration.

5.0 As per Customs Memorandum Order No. 13-2020 "Policies and Guidelines for the Availment of Scholarship Programs of the Bureau of Customs Personnel," the following additional requirements shall be imposed upon nominees for scholarship programs:

- a. Must hold a permanent position and have rendered at least two (2) years of continuous service as permanent employees in the Bureau;
- b. Have at least Very Satisfactory performance ratings for the last two (2) consecutive rating periods preceding the period of application for scholarship program;
- c. Have no foreign or local scholarship grant in the past two (2) years;
- d. Have no pending service obligation from previous local or foreign scholarship; and
- e. Have no pending criminal and/or administrative case.

6.0 Interested applicants must submit the following to the Interim Training and Development Division (ITDD) **on or before January 29, 2021** for evaluation of who will be nominated by the Commissioner:

- a. Duly signed Endorsement/Recommendation Letter with justification from the Deputy Commissioner, for personnel assigned under Groups, or from the District Collector, for personnel assigned in Collection Districts;
- b. Duly accomplished Personal Data Sheet with Work Experience Sheet (Civil Service Commission Form No. 212);
- c. Individual Performance and Commitment Review Form for the last two (2) consecutive rating periods;
- d. Certification from the ITDD stating that the personnel has no (1) foreign or local scholarship grant in the past two (2) years; and (2) pending service obligation from previous local and foreign scholarship;
- e. Legal Clearance and notarized Affidavit of No Pending Criminal and/or Administrative Case;
- f. Printed accomplished GRIPS Application Form;
- g. Official transcripts of academic record and graduation/degree certificates issued by the university and bearing the seal or signature of the registrar;
- h. Official evidence of English ability. One of the following test scores is required: 1. TOEFL iBT: 79 or higher 2. IELTS Academic: 6.0 or higher. In lieu of TOEFL and IELTS, a waiver of the English language proficiency requirement may also be secured as per the GRIPS Online Application Guide 2021-2022;

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- i. Two (2) letters of recommendation written by faculty members or job supervisors who are familiar with the applicant's academic and/or professional abilities using the designated form; and
- j. Certificate of employment using the designated form.

For details of the requirements, you may refer to the GRIPS Online Application Guide 2021-2022 at [GRIPS OnlineAppGuide 2021-.pdf](#).

- 7.0 For more information, you may contact Nicole Headerre Alarcon, ITDD at (02) 8527-4642, 0956-809-4668 and/or [ITDDCustoms@customs.gov.ph](mailto:ITDDCustoms@customs.gov.ph). Kindly visit the GRIPS website ([https://www.grips.ac.jp/en/education/inter\\_programs/finance/](https://www.grips.ac.jp/en/education/inter_programs/finance/)) for more information.
- 8.0 For your information.

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