



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA 1099

25 August 1998

CUSTOMS MEMORANDUM ORDER
NO. 33-98

To: All Deputy Commissioners
Service/Division Chiefs
District/Port Collectors
And All Others Concerned

Subject: Operationalization of the Management Information
System And Technology Group (MISTG)

Pursuant to Executive Order No. 463 dated January 9, 1998, creating the Management Information System and Technology Group (MISTG) and in accordance with its mandate to centralize and integrate into one office the proper implementation and continuous progress of the BOC Computerization Program, the following delineation of responsibilities for the different MISTG offices are hereby prescribed:

- A. Office of the Deputy Commissioner for MISTG – shall exercise overall supervision in the management of the different operating units of MISTG
- B. Planning & Systems Development Service – shall be responsible for the following activities:
 1. Management of existing IT Projects, such as SPACS, ACOS, OLRs, Electronic Manifest, PAS I & II, AMPP, Finlink, Electronic Data Interchange (EDI), Direct Traders Input (DTI), WTO Valuation
 2. Systems Security
 - Audit
 - Planning and Implementation
 3. Information Management Control
 - Datawarehouse
 - ACOS Databases
 - Data Interchanges
 - Data Access

- 4. Supervision in the design & development of ASYCUDA ++ extension development, in coordination with UNCTAD Teram and all other IT and IT related application systems

C. Technology Management Service – shall be responsible for the following activities :

- 1. Project Administration
 - a. Financial
 - b. Progress Monitoring
 - c. Contract Management
 - d. Roll-out Coordination
 - e. General Services
 - Site preparation
 - Inventory Control
 - Facility management
 - Supplies management
- 2. Acceptance Process
- 3. Training
- 4. Change Management including change control
- 5. Organizational Management
 - Transition to full MISTG
 - Human Resources Management

The above definition of areas of responsibilities shall be a transitional arrangement until all divisions under MISTG will become fully operational in which case the functional descriptions shall be in accordance with the approved Staffing Pattern.

For the effective performance thereof, a realignment of assignments of existing IT personnel will be prescribed in a separate Customs Personnel Order to be issued for this purpose.

Henceforth, all matters pertaining to the above IT related projects shall have to be coursed through the Deputy Commissioner for MISTG.

For strict compliance.


 PEDRO C. MENDOZA, JR.
 Commissioner