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BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



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August 24, 2021
U.P. LAW CENTER
OFFICE OF THE NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations
SEP 06 2021
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CUSTOMS MEMORANDUM ORDER
NO. 31-2021

SUBJECT: ESTABLISHMENT OF THE BUREAU OF CUSTOMS PERSONNEL DEVELOPMENT COMMITTEE

Section 1. INTRODUCTION. This Customs Memorandum Order (CMO) hereby establishes the functions, responsibilities, and composition of the Bureau of Customs (BOC) Personnel Development Committee (PDC) pursuant to the implementing rules of Executive Order No. 292 series of 1987 on the Civil Service Law, Rule VIII, Section 14 and the Civil Service Commission Memorandum Circular No. 10, s. 1989.

Section 2. OBJECTIVES. It is the policy of the BOC to strictly adhere to the merit and qualifications-based selection in learning and development programs. In pursuit thereof, this CMO aims to:

- 2.1 Establish the functions and responsibilities of the BOC PDC;
- 2.2 Identify the composition of the PDC; and
- 2.3 Revise the procedures stated in CMO No. 13-2020: Policies and Guidelines for the Availment of Scholarship Programs of the BOC Personnel to incorporate functions of the PDC in existing procedures related to learning and development programs.

Section 3. FUNCTIONS AND RESPONSIBILITIES OF THE PERSONNEL DEVELOPMENT COMMITTEE

- 3.1 Periodically review existing policies, guidelines, and procedures relevant to learning and development programs and recommend changes and additions to such as necessary.
- 3.2 Develop and implement an equitable screening process in the selection of nominees/candidates to scholarship and other learning and development programs.
- 3.3 Review offers for scholarship and fellowship grants forwarded to the Bureau, including those coursed through any employee or office within the Bureau.
- 3.4 Evaluate applications to the following and submit recommendation to the Commissioner of Customs or authorized representative/s:

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Administrative Officer V



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- a. Local scholarships
 - b. Foreign scholarships and short-terms courses
 - c. Field observation, study tours, and research sponsored by the Bureau and/or other government and non-government institutions to be done in other countries
 - d. Fellowship and internship programs to international bodies
 - e. Secondments to international bodies or government agencies stationed abroad
- 3.5 Devise a system of monitoring the Bureau's scholars/grantees to assess their progress and provide support mechanisms to enable them to achieve their developmental goals upon return to the Bureau after their respective programs.
- 3.6 Resolve or facilitate resolution of relevant issues raised by any significant party in relation to the functions and responsibilities of the Committee.

Section 4. COMPOSITION OF THE PERSONNEL DEVELOPMENT COMMITTEE.

- 4.1 The Commissioner shall issue a Customs Special Order (CSO) identifying the members of the BOC PDC, which shall be composed of the following:

Chairperson	Deputy Commissioner, Internal Administration Group (IAG), or his/her designated alternate
Vice-Chairperson	Director, Administration Office, IAG, or his/her designated alternate
Members	Chief, Human Resource Management Division (HRMD) or his/her designated alternate
	Chief, Interim Training and Development Division (ITDD) or his/her designated alternate
Secretariat	One (1) Bureau of Customs Employees' Association Representative, preferably 2 nd level representative ITDD

- 4.2 Designated alternates of the Chairperson and the Vice-Chairperson must be holders of, or designated to, Division Chief positions. Designated alternates of the Chief, HRMD and the Chief, ITDD must be second level employees from the same division.

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Section 5. INCORPORATING THE PDC IN THE EXISTING PROCEDURES RELATED TO LEARNING AND DEVELOPMENT PROGRAMS.

Pursuant to Section 3 of this CMO, certain functions of the PDC must be incorporated in existing procedures related to learning and development programs, specifically CMO No. 13-2020: Policies and Guidelines for the Availment of Scholarship Programs of the BOC Personnel. In this regard, the following procedures in CMO No. 13-2020, Section 4 must be revised as follows:

- 5.1 All invitations for scholarship, fellowship, and other capacity building programs as mentioned in Section 3.4 of this CMO from other government agencies, private and non-government organizations, and other sponsors, including those coursed through individual employees and offices, must be forwarded to and coordinated with the PDC through the Interim Training and Development Division (ITDD) as its Secretariat.
- 5.2 Individual employees and offices may also recommend scholarship, fellowship, and other capacity building programs through an official memorandum addressed to the Deputy Commissioner, IAG or his/her designated alternate as Chairperson of the PDC.
- 5.3 The PDC Secretariat shall coordinate with the inviting/sponsoring organization regarding details of the program and inform the PDC of the process of application, requirements, coverage of the sponsorship, and other details.
- 5.4 The PDC shall review invitations and/or recommendations for programs and shall endorse programs for dissemination to all employees.
- 5.5 Application requirements must be submitted to the PDC through the Secretariat.
- 5.6 The PDC shall evaluate and deliberate all submitted applications. A written examination and/or interview may also be conducted by the PDC to evaluate applicants.
- 5.7 The PDC shall submit recommendation to the Commissioner for nomination to the partner government agency and/or inviting/sponsoring organization.
- 5.8 Upon approval of the Commissioner of the nominee/s for a program, the PDC Secretariat shall inform the nominee/s and coordinate with him or her/them regarding submission of the requirements to the inviting/sponsoring organization.
- 5.9 Upon confirmation by the inviting/sponsoring organization, the ITDD shall inform the nominee/s of his or her/their acceptance to the program.

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Section 6. SEPARABILITY CLAUSE. If, for any reason, any part or provision of this CMO is declared invalid, the other parts of provisions hereof which are not affected thereby shall remain in full force and effect.

Section 7. EFFECTIVITY. This Order shall take effect immediately and shall last until revoked.

REY LEONARDO B. GUERRERO
Commissioner

AUG 27 2021



BOC-03-11501

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