



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

INTERNAL ADMINISTRATION GROUP
CENTRAL RECORDS MANAGEMENT DIVISION

December 04, 2019

The Director

Office of the National Administrative Register (ONAR)
UP Law Center Diliman, Quezon City

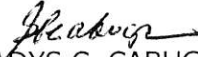
Sir/Ma'am:

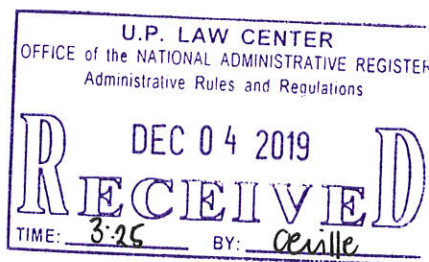
Transmitted are three certified true copies and soft copy (word format in compact disc rewritable) of the following Customs Memorandum Order and Customs Administrative Order, to wit:

CMO 50-2019: GUIDELINES ON THE IMPLEMENTATION OF THE REGISTERED EXPORTER SYSTEM (REX) FOR EXPORTERS UNDER EUROPEAN UNION-GENERALISED SYSTEM OF PREFERENCES (EU-GSP).

CMO 51-2019: STRENGTHENING THE PLANNING AND POLICY RESEARCH DIVISION (PPRD).

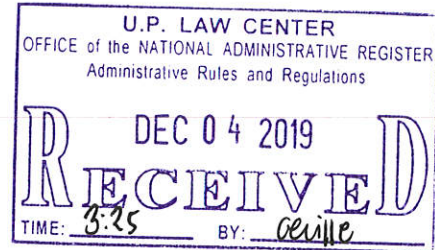
Very truly yours,


GLADYS C. CABUGAWAN
Chief, CRMD





Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
1099 Manila



Customs Memorandum Order

No. 51-2019

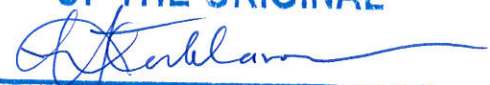
SUBJECT: STRENGTHENING THE PLANNING AND POLICY RESEARCH DIVISION (PPRD)

Section 1. Scope: This Order covers the strengthening of the Planning and Policy Research Division (PPRD) to make it more responsive and effective as it assumes its expanded role in the bureau's implementation of the Strategic Plan.

Section 2. Objectives:

1. To provide vital support in the implementation of the bureau's priority programs specifically those included in the Customs Strategic Plan.
2. To hasten the BOC's enrollment in the Performance Governance System (PGS) and completion of the four-stage PGS Pathway of initiation, compliance, proficiency and institutionalization.
3. To establish the PPRD as the lead office in the conduct of research, review and assessment of the respective performance of the units, office, groups, and districts pursuant to existing customs, civil service, and relevant laws, rules and regulations.
4. To establish new units in the PPRD to better identify/delineate its tasks and responsibilities and make it more effective and efficient in performing its expanded functions.

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Section 3. Structure:


1. The PPRD, as part of the Internal Administration Group (IAG) is tasked under Executive Order 127 to perform the functions of formulating projections in management improvement activities; conduct and supervise policy research and development studies; study and recommend improvement on structural organization and operating procedures; develop and maintain management and operating manual; and prepare/submit reports on customs data, as may be required by the Commission.
2. Such functions are hereby further expanded in order for PPRD to be more effective as it advance to face the challenges brought about by the bureau's adoption of the Performance Governance System (PGS) framework.

Section 4. New units:

To comply with the PGS, the PPRD shall create/establish the following new units:

- 4.1. **Office for Strategy Management** – which shall act as central coordinator and facilitator of the BOC Strategic Plan. It shall have the following specific functions:
 - a. Oversee the bureau's strategy design, execution and sustainability;
 - b. Assist in cascading the strategy to concerned units or offices and ensure that strategic information are properly disseminated and coordinated to all concerned;
 - c. Monitor and review the strategic contributions of the responsible units and/or individuals;
 - d. Coordinate the activities of the Performance Governance System (PGS) core team to steer the execution and accomplishment of the strategy. The PGS core team, which shall be composed of senior customs officials considered as experts in their field, shall focus on monitoring and ensuring that the commitments or deliverables are accomplished on time;
 - e. Coordinate with OSM point persons assigned in strategic offices, to spearhead the accomplishments of activities/strategic contributions of their respective offices/units;

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- 4.2. **Policy and Performance Review** – which shall conduct research and review of the policies and performance of the bureau, its offices and personnel. It shall have the following specific functions:
- a. Review and evaluate individual performance of the groups/districts for purposes of complying with the Civil Service Commission (CSC) Memorandum Circular (MC) No. 6 s. 2012 on Strategic Performance Management System (SPMS) and/or other related laws.
 - b. Conduct policy research, development studies, review, etc. of projects/programs or processes to ensure consistency with the bureau's strategic plan and compliance with the CMTA, relevant laws, rules and regulations and to submit recommendations thereon;
 - c. Monitor and coordinate with relevant working groups or committees, any project initiatives of external stakeholders;
 - d. Coordinate and/or supervise activities/projects/programs that are proposed, about to be implemented, or already being implemented to comply with relevant international agreements or standards;
 - e. Actively supervise activities relating to the granting of performance or productivity bonus and other employee benefit, reward or incentives.

Section 5. International Affairs as attached Office of PPRD:

1. The significance and general direction of the bureau's participation in the international trade community, especially in the implementation of programs relating to enhanced trade facilitation and border protection, necessitates continuous study and evaluation. Accordingly, in attending or participating in any international forum, the bureau must be judicious in making or issuing any position or commitment for the government.
2. The PPRD is hereby tasked to ensure that all commitments and deliverables in connection with our participation in any international organization or forum and/or as a result of our concurrence to international agreements, are properly studied, implemented, monitored and evaluated vis-à-vis the goals of the bureau and the country's general interest. For this purpose, the External Affairs Office is hereby re-attached under the PPRD.

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Section 6. General and Administrative Provisions:

- 6.1. The PPRD shall take a vital role in the implementation of the Strategic Plan, thru the OSM, to orchestrate all operations related to the advancement of the identified strategy.
 - 6.1.1. The OSM shall work closely with the PGS Core Team, which shall be composed of personnel assigned in key units of the BOC (e.g. MISTG, PCAG, Districts, etc). Identified members of the PGS core team shall be involved either as architects of the strategy, as measure or initiative owners, or support group of the OSM. They shall ensure that the activities / deliverables are accomplished by the concerned unit/office.
 - 6.1.2. The OSM shall also coordinate all activities that will involve external stakeholders or association/groups that will likewise help in championing the bureau's transformation agenda.
 - 6.1.3. The OSM must timely cascade all basic governance documents (strategy map and governance scorecard) to all units/office/districts and thereafter to monitor their compliance and accomplishments.
- 6.2. One of the goals of the PGS is to "make governance a shared responsibility". Accordingly, everyone in the bureau needs to participate and contribute to the attainment of the desired transformation. PPRD, for this purpose, is tasked to ensure that the activities/deliverables under the Strategic Plan are included in the respective OPCR's of the Groups/Districts.
- 6.3. The functions of the OSM and PPR shall be complementary to each other. Whereas the OSM shall be concerned with the achievement of the medium to long term goal set for the BOC's organizational transformation/Strategic Plan, the PPR shall be concerned with monitoring and review of the operational (day-to-day) plans and programs of the organization, for development of needed policies.

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- 6.4. The PPR shall, among others, focus on conducting studies or review that will assist in clarifying or improving policies or processes of the bureau. For this purpose, assistance and cooperation shall be provided by all concerned office. Further, the MISTG is hereby directed to provide statistical and other data to PPRD for purposes of evaluating projects/programs or processes of the bureau.
- 6.5. Project or programs pertaining to employee benefits or rewards shall be coordinated by the PPRD to guarantee that all requirements are submitted, and to ensure that these benefits/rewards are received by employees in a timely manner.
- 6.5. Additional manpower complement necessary for PPRD to accomplish its expanded functions shall be coordinated with the Human Resource Management Division (HRMD) and with the Budget Division and Financial Management Office (FMO), for budgetary requirements.

Section 7. Periodic Review.

Unless otherwise provided, this CMO shall be subject to review every three (3) years, and be amended or revised, if necessary.

Section 8. Separability Clause.

If any part of this CMO is declared unconstitutional or contrary to existing laws, rules and regulations, the other parts not so declared shall remain in full force and effect.

Section 9. Effectivity.

This CMO shall take effect immediately.

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REY LEONARDO B. GUERRERO

Commissioner

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