




**BUREAU OF CUSTOMS**  
MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM INTEGRITY ACCOUNTABILITY

**MEMORANDUM**

**FOR :** ALL DEPUTY COMMISSIONERS  
ALL SERVICE DIRECTORS  
ALL DISTRICT COLLECTORS

**FROM :**   
DONATO B. SAN JUAN  
Deputy Commissioner  
Internal Administration Group

**SUBJECT :** NOMINATION FOR QUALIFIED CUSTOMS OFFICERS  
TO BE PART OF THE BOC POOL OF TRAINERS

**DATE :** February 16, 2022

- 1.0 This is with regard to Customs Memorandum Order (CMO) No. 22-2021 "Guidelines for Selection of National Customs Subject Matter Experts, Resource Persons, Trainers, and Nomination for the ASEAN Regional Customs Experts" and 02-2022, **attached as Annex "A" and "B," respectively**, establishing the criteria, process of selection and functions of the Bureau of Customs (BOC) Pool of Trainers.
- 2.0 In relation to the above reference, all Service Directors, Deputy Commissioners, and District Collectors are encouraged to nominate qualified candidates under their supervision to become members of the BOC Pool of Trainers.
- 3.0 Nominees shall be evaluated and classified by the ITDD and the current pool of Customs Subject Matter Experts based on the set qualifications for Subject Matter Expert (SME); Resource Person, Lecturer or Trainer; or Understudy, and if accepted, shall perform functions appropriate to their classifications.
- 4.0 If selected, members of the BOC Pool of Trainers shall enjoy the following incentives:
  - a. Train-the-Trainers Program;
  - b. Priority nomination in international trainings as part of their competency development program;
  - c. Authorized claim for honoraria for trainings conducted outside BOC; and
  - d. Additional points for promotion.

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- 5.0 You may submit your nomination using the attached form (**Annex "C"**) together with the nominees Personal Data Sheet (PDS) CS Form No. 212 Revised 2017 and Work Experience Sheet to the Internal Administration Group through the Interim Training and Development Division (ITDD), 2<sup>nd</sup> floor, ITDD Training Room, NPO Building, Bureau of Customs or via e-mail at [NicoleAnne.Atienza@customs.gov.ph](mailto:NicoleAnne.Atienza@customs.gov.ph) on or before February 25, 2022 (Friday).
- 6.0 For your compliance.



**NOMINATION FORM FOR BOC POOL OF TRAINERS**

**Full Name (Surname, First Name, Middle Name):**

**Current Position - Salary Grade:**

**Current Designation:**

**Current Office Assignment (Section / Division / Service / Group):**

**Total No. of Years of Work Experience in the BOC:**

**E-mail Address (active):**

**Mobile / Viber Number:**

**Bachelor's Degree:**

**Post-Graduate Degree:**



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General Functions	Subject Matter Expertise (SME)	No. of Years of Practical/ Work Experience Outside BOC Related to SME	No. of Years in Area of Expertise and/or Committees / TWG per SME	No. of Years in Learning & Development Experience and/or Book Authorship per SME	Total No. of Hours of Trainings Received per SME (Local and International)	Number of Relevant Local and International Meetings / Conventions Received per SME
					Local - International -	Local - International -
					Local - International -	Local - International -
					Local - International -	Local - International -
					Local - International -	Local - International -
					Local - International -	Local - International -

**Endorsed by:**

\_\_\_\_\_  
**Deputy Commissioner / Service Director / District Collector**  
 (SIGNATURE OVER PRINTED NAME)



### SUBJECT MATTER EXPERTISE

#### A. Assessment

- Valuation
- Classification
- Rules of Origin and Free Trade Agreements
- Dispute Settlement
- Duty Drawback and Refund

#### B. Trade Facilitation

- National Single Window
- Time Release Study
- Authorized Economic Operator
- Advanced Ruling on Classification
- Advanced Ruling on Classification
- Super Green Lane
- Trade Remedy Measures

#### C. Revenue Collection (Acceptance of Payment, Recording and Reporting of Payment), Monitoring and Forecasting

#### D. Liquidation of Goods Declaration

#### E. Post Clearance Audit (Transaction-based Audit, Account-based Audit and Computer-aided Risk Management System)

#### F. Operations

- Control and Supervision of Vessel (Entrance and Clearance, Boarding Formalities and Port Utilization)
- Control and Supervision of Aircraft (Entrance and Clearance, Boarding Formalities and Port Utilization)
- Discharging and Movement of Goods (Underguarding, Function of Wharfinger and Storekeeper)
- CBW & CFW
- Free Zones
- Export
- Disposition of Forfeited/Abandoned Goods
- Bulk and Breakbulk

#### G. Passenger Service (Arrival Clearance Processes, Baggage Assistance, and Departure Clearance Processes)

#### H. Import and Export Clearance and Procedures

- Approval, Monitoring, Liquidation and Forfeiture of Security
- Consumption and Warehousing Entries (Formal and Informal Goods Declaration)
- E-Commerce
- Express Shipment
- Postal Items/Mails
- Transit/Transshipment
- Non-intrusive Inspection

#### I. Enforcement

- Fuel Marking
- Customs Jurisdiction and Control
- Exercise of Police Authority
- Container Control

#### J. Border Control

- Dual Used Goods and Strategic Trade Goods
- Environmental Protection
- Anti-Money Laundering

#### K. Security (Physical Premises, Documents, Personnel, Cargoes & VIP Security)

- Violation of Intellectual Property Rights
- Pre-lodgement and Alert Order

#### L. Intelligence and Investigation

- Intelligence (Intelligence Gathering and Counterintelligence)
- Risk Management
- Container Control
- Investigation (Background Information, Investigation of Customs Personnel and Stakeholders)
- Handling of Evidence
- Custodial Investigation

#### M. ICT Management

#### N. Legal

- Seizure and Forfeiture Proceedings
- Abandonment Proceedings
- Auction and Cargo Disposal Proceedings
- Litigation of Civil Cases
- Prosecution of Administrative and Criminal Cases
- Data Privacy
- Crimes and Offenses
- Administrative and Criminal Liabilities
- Regulation of Third Parties
- Anti-Red Tape Act and Ease on Doing Business

#### O. General Administration

- Human Resource Management (Recruitment, Selection and Placement; Performance Management; Rewards, Recognition and Benefits; Employee Records; and Grievance Mechanism)
- Records Keeping and Archiving Management
- Accounting and Financial Management
- Budget Management
- Integrity Development
- Capacity Building / Human Resource Development
- Internal Audit
- International Affairs Management Support
- Performance Management
- Knowledge Management
- Change Management
- Organizational Structuring
- Media and Public Relations
- Conflict Management
- Procurement, Logistics and General Services
- Gender and Development (GAD)
- Medical, Dental, Health and Wellness
- Written Communication

A Modernized and Credible Customs Administration That is Among the World's Best

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