



BUREAU OF CUSTOMS


Integrity Professionalism Accountability

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MEMORANDUM

TO : PGS CORE TEAM
OSM CENTRAL UNIT
SENIOR AND JUNIOR OSM FOCAL POINTS

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

SUBJECT : HARMONIZATION OF BOC STRATEGIC INITIATIVES

DATE : July 3, 2020

 BOC-03-05648
 JUL 06 2020

In compliance with the requirements of the Compliance Stage under the Performance Governance System (PGS), the Bureau of Customs (BOC) will conduct a **HARMONIZATION OF BOC STRATEGIC INITIATIVES** with four (4) sub-activities namely: (1) Review of BOC Governance Documents; (2) Governance Scorecarding Workshop; (3) Personal Scorecarding Workshop; and (4) Introduction to the Proposed Standardized IPCRs Program.

For the Governance Scorecarding Workshop, all Senior and Junior OSM Focal Points of each Group/Collection District shall establish the baseline data and targets for the specific deliverables of your Group/Collection District. Thus, you are hereby required to **bring the following relevant data during your respective schedules.**

- a. For Collection Districts:
 1. Collection District Local Roadmap;
 2. Organizational Structure; (Template attached)
 3. Functions of respective offices in the Port;
 4. No. of personnel;
 5. Collection Performance Report in 2018, 2019, and 1st and 2nd quarter of 2020;
 6. Enforcement Measure: Apprehensions, Seizure, Cases Filed, etc.;
 7. Volume and Value of Imports of your top commodities;
 8. Accomplishment Reports on BOC Governance Scorecard & Roadmaps in 2019 and 1st and 2nd quarter of 2020; and

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b. For Groups:

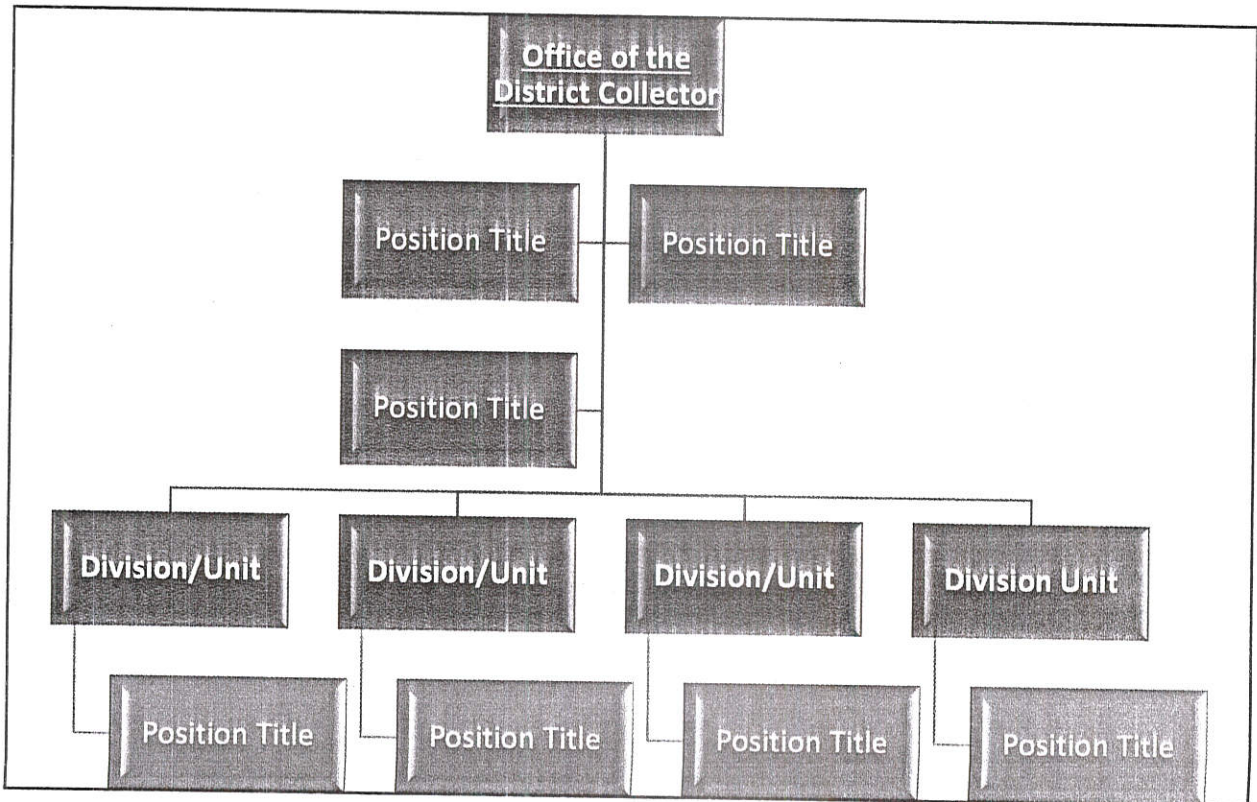
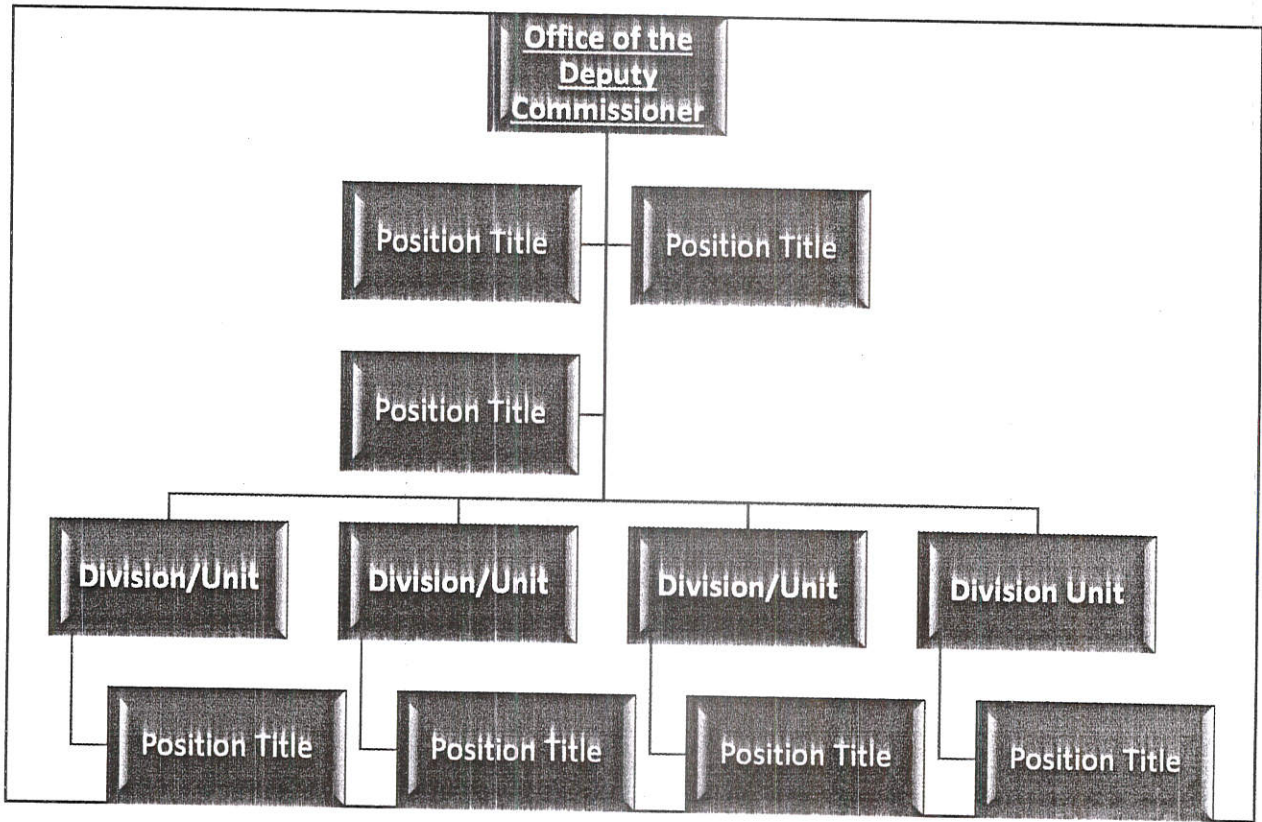
1. Group Local Roadmap;
2. Organizational Structure; (Template attached)
3. Functions of respective offices in the Group;
4. No. of personnel;
5. Accomplishment Reports on BOC Governance Scorecard & Roadmaps in 2019 and 1st and 2nd quarter of 2020.

The first batch of the said workshop will be conducted on **July 21 & 22, 2020** at the Conference Room, G/F OCOM Building. The following batches will be scheduled on **July 28 & 29 and August 4 & 5** respectively via zoom. Specific Schedule is attached as Annex A and the Programme as Annex B.

The members of the PGS Core Team, with the assistance of the Army Governance and Strategy Monitoring Office (AGSMO), will facilitate the said workshop. This activity forms part of the Governance Sharing Initiative of the Bureau of Customs with AGSMO.

For your guidance and strict compliance.

Template for Organizational Structure





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Annex A

SCHEDULE

DATE	GROUP/COLLECTION DISTRICTS
June 26, 2020	PGS Core Team and OSM Central Unit
July 21-22, 2020	PGS Core Team, OSM Central Unit, and OSM Focal Points (Groups)
July 28-29, 2020	PGS Core Team and OSM Central Unit Port of Manila MICP Port of Cebu Port of Batangas Port of Davao Port of Subic Port of Cagayan De Oro NAIA Port of Clark
August 4-5, 2020	PGS Core Team and OSM Central Unit Port of San Fernando Port of Limay Port of Tacloban Port of Aparri Port of Iloilo Port of Zamboanga Port of Legazpi Port of Surigao

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Annex B

PROGRAMME FOR PGS CORE TEAM
Realignment of BOC Governance Documents

Conference Room, G/F OCOM Building and via Zoom
June 26, 2020
9:00 AM - 5:00 PM

Programme		
Time	Activity	Point Person
9:00 AM - 9:10 AM	Welcome Remarks and Prayer	OSM Central Unit Head
9:10 AM - 11:00 AM	Review of BOC Deliverables	PGS Core Team and OSM Heads
11:00 AM - 12:00 NN	Amendments to BOC Roadmap	
LUNCH		
1:00 AM 2:30 PM	Amendments to BOC Roadmap	PGS Core Team and OSM Heads
2:30 PM - 3:00 PM	Brief Discussion of BOC Governance Documents to Philippine Army	
3:00 PM - 4:00 PM	Philippine Army Comments and Suggestions	Colonel Joel Paloma PA
4:00 PM - 5:00 PM	Discussion of PGS Core Team and OSM Heads	PGS Core Team and OSM Heads

PROGRAMME FOR GROUPS

Governance Scorecarding Workshop

Conference Room, G/F OCOM Building and via Zoom

July 21, 2020

9:00 AM - 5:00 PM

Programme		
Time	Activity	Point Person
9:00 AM - 9:10 AM	Welcome Remarks and Prayer	OSM Central Unit Head PGS Core Team
9:10 AM - 12:00 NN	Review of BOC Scorecard & Local Roadmaps	
LUNCH		
1:00 PM - 4:50 PM	Coaching on how to make a Governance Scorecard (Group - Level)	PGS Core Team
4:50 PM - 5:00 PM	Closing Remarks	OSM Central Unit Head

Personal Scorecards and Introduction to the Proposed Standardized IPCRs

Conference Room, G/F OCOM Building and via Zoom

July 22, 2020

9:00 AM - 5:00 PM

Programme		
Time	Activity	Point Person
9:00 AM - 9:10 AM	Welcome Remarks and Prayer	OSM Central Unit Head
9:10 AM - 9:40 AM	Lecture on how to make a Personal Scorecard	PGS Core Team and OSM Heads
9:40 AM - 11:10 AM	Drafting of Personal Scorecard	OSM Focal Point
11:10 AM - 11:35AM	Checking of Personal Scorecard	OSM Central Head
11:35 AM - 12:00 NN	Finalizing Personal Scorecard	PGS Core Team and OSM Heads
LUNCH		
1:00 PM - 1:30 PM	Introduce the Standardized IPCRs	Mr. Rommel C. Gavieta
1:30 PM - 2:00 PM	Q & A	
2:00 PM - 3:00 PM	Core Functions Accomplishment Workshop	HR Personnel
3:00 PM - 4:30 PM	Strategic Functions Accomplishment Workshop	Mr. Rommel K. Rubiales
4:30 PM - 5:00 PM	Updates on the IPCR and BOC Action Plan	Ms. Rhoan Escamosa

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PROGRAMME FOR COLLECTION DISTRICTS

Governance Scorecarding Workshop

via Zoom

July 28, 2020 & August 4, 2020

9:00 AM - 5:00 PM

Programme		
Time	Activity	Point Person
9:00 AM - 9:10 AM	Welcome Remarks and Prayer	OSM Central Unit Head PGS Core Team
9:10 AM - 12:00 NN	Review of BOC Scorecard & Local Roadmaps	
LUNCH		
1:00 PM - 4:50 PM	Coaching on how to make a Governance Scorecard (Group - Level)	PGS Core Team
4:50 PM - 5:00 PM	Closing Remarks	OSM Central Unit Head

Personal Scorecarding Workshop and Introduction to the Proposed Standardized IPCRs

via Zoom

July 29, 2020 & August 5, 2020

9:00 AM - 5:00 PM

Programme		
Time	Activity	Point Person
9:00 AM - 9:10 AM	Welcome Remarks and Prayer	OSM Central Unit Head
9:10 AM - 9:40 AM	Lecture on how to make a Personal Scorecard	PGS Core Team and OSM Heads
9:40 AM - 11:10 AM	Drafting of Personal Scorecard	OSM Focal Point
11:10 AM - 11:35 AM	Checking of Personal Scorecard	OSM Central Head
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