



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

OCOM Memo No. 18-2023

MASTER COPY

MEMORANDUM

TO : ALL BOC PERSONNEL
OTHER GOVERNMENT AGENCIES (OGA)
ALL OTHERS CONCERNED

FROM :

7  FEB 08 2023
YOGI FILEMON L. RUIZ

Acting Commissioner 



BOC-07-01885

SUBJECT :

VIRTUAL PRIVATE NETWORK (VPN) CONNECTION
USER ACCESS

DATE :

06 February 2023

In line with the implementation of the Bureau of Customs Information Security Policy, temporary Virtual Private Network (VPN) connections shall only be granted to Ports/Offices losing BOC network connectivity due to technical issues, telecommunication issues, or natural calamities as certified by the MISTG Network Administrator and MISTG Site Manager. The temporary VPN access will be disabled once the issue is resolved. Also, limited-time access to VPN may be provided to BOC officials on official travel.

VPN access shall be provided to the following personnel based on the following criteria:

1. MISTG Technical personnel conducting ICT monitoring, maintenance, and support activities.
2. MISTG Site Managers – Monitoring Port Operations, report generation, and user support
3. BOC Officials assigned to sub-ports, BOC offices, and facilities without network connectivity.
4. Other Government Agencies with duly approved VPN and E2M access requests.
5. In-House Banks personnel duly endorsed by the Branch manager and endorsed by the Port Collector and MISTG Site Manager.

In this regard, all new VPN requests shall be directly submitted to the Office of the Commissioner for approval.

For your guidance and strict compliance.