



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY


ACCOUNTABILITY

MISTG Memo No. **Q8-2023**

MEMORANDUM

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fmrb

TO : ALL BOC OFFICIALS AND EMPLOYEES

FROM :  **ATTY. KRIDENT F. BALGOMERA**
OTC - Deputy Commissioner
Management Information System and Technology Group



BOC-07-02013

SUBJECT : UTILIZATION OF MICROSOFT ONEDRIVE AS THE OFFICIAL CLOUD STORAGE OF THE BUREAU OF CUSTOMS

DATE : 05 April 2023

Pursuant to Customs Memorandum Order (CMO) 03 -2016 with the subject "E-mail Policy for the Bureau of Customs" and CMO 01-2022 with the subject "Bureau of Customs Information Policy".

The Management of Information Systems and Technology Group would like to reiterate the use of **Microsoft OneDrive** as the primary cloud storage for work-related documents. This will enhance data security by providing a centralized location for storing and sharing files and in compliance with our Information Security Policy and data backup and recovery, data integrity, and software usage policies

For further guidance, you may contact our MISTG Helpdesk at ***mistg-helpdesk@customs.gov.ph*** or call us at **8705-6034**.

For strict compliance.