



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA 1099

January 2, 2007

CUSTOMS MEMORANDUM ORDER
NO. 1-2007

TO: All Service/Division Chiefs
District/Port Collectors
And Others Concerned

SUBJECT: Creation of the Interim Training and Development Division

Pursuant to the proposed Organizational Structure under EO 366, an Interim Training and Development Division under the direct supervision and control of the Administration Office, Internal Administration Group is hereby created with the following functions:

1. Plan and implement training programs for BOC personnel and its stakeholders;
2. Act as the Secretariat of the Scholarship Committee which screens nominees for international seminars, trainings and workshops;
3. Coordinate with concerned offices, both internal and external, relative to the conduct of trainings, workshops, seminars, etc.;
4. Manage the operation of the Customs Capacity Building/Training Center;
5. Assist HRMD in the preparation and implementation of a Career Development Plan for all customs personnel;
6. Provide inputs to various personnel actions as maybe requested by HRMD and other concerned offices;
7. Prepare training and information materials in coordination with offices concerned;
8. Prepare and submit periodic reports and other data that maybe required; and
9. Perform other related functions as maybe assigned by higher authorities.

Accordingly, the current personnel, materials and other resources of the Training Section under HRMD are hereby transferred to the Interim TDD

The Interim TDD shall start to function effective January 15, 2007 and shall last until the TDD shall have been permanently created under EO 366.

NAPOLEON E. MORALES
Commissioner

