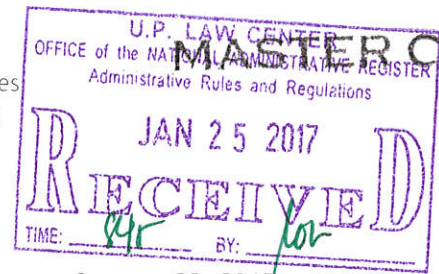




Republic of the Philippines
Department of Finance
Bureau of Customs
Manila 1099



MASTER COPY

January 23, 2017

CUSTOMS MEMORANDUM ORDER

No. 05-2017

TO : ALL DEPUTY COMMISSIONERS, SERVICE DIRECTORS, DISTRICT COLLECTORS, DEPUTY COLLECTORS, DIVISION CHIEFS, ALL EMPLOYEES AND OTHERS CONCERNED

SUBJECT : ACCOMPLISHMENT AND SUBMISSION OF THE BUREAU OF CUSTOMS' STRATEGIC PERFORMANCE MANAGEMENT SYSTEMS (SPMS) FORMS FOR THE FY-2016 AND A BLANK COMMITMENT SPMS FORMS FOR FY-2017


1. Objectives

- 1.1. Ensure the compliance of all offices per functional groups on the submission of the SPMS forms namely the Office Performance Review and Commitment (OPCR) forms and the Individual Performance Commitment and Review (IPCR) forms as defined in Customs Memorandum Order (CMO) No. 2-2016 Dated January 4, 2017;
- 1.2. Facilitate the transmission of the accomplished performance targets of the Bureau of Customs to various agencies such as the Civil Service Commission (CSC), Department of Budget and Management (DBM), Commission on Audit (COA) and other quasi-bodies; and
- 1.3. Set guidelines in the forwarding of all OPCR and IPCR forms by the UNIT-Performance Management Team to the office of the Internal Administration Group.

2. General Guidelines

- 2.1. Accomplishment and Collation of OPCR and IPCRs for FY-2016.
 - 2.1.1. All heads of offices and individual employees shall duly accomplish and submit two (2) sets of forms namely the OPCR and IPCR covering the performances for the FY-2016;
 - 2.1.2. In case of several designations for the FY-2016 of the heads for the particular group, service, divisions, units or offices, the incumbent shall be held accountable for the completion of the OPCR forms for the first and second semesters of FY-2016;
 - 2.1.3. The Human Resource Management Division shall prepare and provide the contact persons of the previously designated heads of offices to the incumbent heads;

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Admin Officer V
CRMD - BOC

- 2.2. Tally of Performance Ratings of the OPCR and the IPCR and Submission
 - 2.2.1. All the secretariat of the UNIT PERFORMANCE MANAGEMENT TEAM (UNIT-PMT) shall tally and compute the rating of the functional group and summarize the ratings of offices according to tally and transmittal form on "ANNEX A".
 - 2.2.2. All employees who have received Outstanding Rating shall be included in the transmittal form where they are to be included in the Program on Awards and Incentives for Service Excellence (PRAISE). These outstanding performing employees shall be given corresponding award on a date set by the Commissioner of Customs.
 - 2.2.3. The filled up transmittal form shall scanned and emailed to the following divisions: Planning and Policy Research Division (PPRD - pprd@customs.gov.ph), Interim Training and Development Division (ITDD - itdd@customs.gov.ph) and the Human Resource Management Division (HRMD - hrmd@customs.gov.ph).
 - 2.2.4. All hard copies of the OPCR and IPCR forms shall be transmitted by the head of the UNIT-PMT to the Internal Administration Group (IAG) on or before January 31, 2017.

2.3. Final Review and Recording of the SPMS Overall Rating of the BOC

- 2.3.1. The IAG office shall forward to the PPRD the hard copies of the IPCRs and OPCR for electronic recording of the ratings of offices and individual employees. The electronic data of the ratings of individual employees shall be forwarded to the HRMD.
- 2.3.2. The official copies of the IPCRs shall then be transmitted to the HRMD. The official copies of the OPCR shall be the responsibility of the PPRD.
- 2.3.3. The PPRD and the HRMD shall review the completeness of the OPCR and IPCR as well as the ratings provided by the UNIT-PMT and shall forward to the BOC-Performance Management Team (BOC-PMT) for final attestation of the overall rating of the agency.

3. Effectivity

This Order shall take effect immediately.

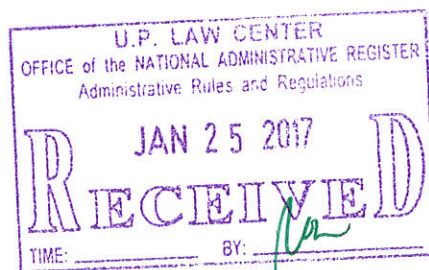
[Signature]
NICANOR E. FAELDON
 Commissioner



JAN 23 2017

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[Signature]
 Alexander C. Montemayor
 Admin Officer V
 CRMD - BOC





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ANNEX A: TRANSMITTAL FORM OF THE UNIT-PMT

Collection District / Group

Quantity	Quality	Timeliness	Average

RATINGS OF OFFICES

NAME OF OFFICES	Quantity	Quality	Timeliness	Average

LIST OF OUTSTANDING PERFORMERS

NAME	AVERAGE RATING	REMARKS

LIST OF CAPACITY BUILDING REQUIREMENTS (TRAINING AND DEVELOPMENT)

Office	Training Required	Timelines	No of Personnel

NAME OF HEAD OF THE UNIT-PMT

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A. Montemayor

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 Admin Officer V
 CRMD - BOC

