



21 April 2022
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations
RECEIVED
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CUSTOMS MEMORANDUM ORDER (CMO)
No. 14-2022

SUBJECT: GUIDELINES IN THE CONDUCT OF BUREAU OF CUSTOMS TEAM BUILDING ACTIVITIES (TBA)

Section 1. Rationale.

- 1.1. To give every Bureau official and employee undertake a staff development activity that will enhance teamwork and improve team performance.
- 1.2. To integrate the Performance Governance System commitments of the Collection Districts by conducting a TBA which shall build a professional culture that is not only competent and efficient but also one where there is a maximum cooperation, interaction and socialization among officials and employees of the Bureau.
- 1.3. To promote gender equality among employees of the Bureau and to promote cooperation, interaction, and harmonious relationship in the workplace.
- 1.4. To provide a comprehensive, rational set, and bureau-wide parameters in the implementation of TBA

Section 2. Scope. The TBA shall be participated by all officers and employees of the Bureau and shall be applicable to all Groups, Offices, Divisions, and Collection Districts once a year.

Section 3. Definition of Terms.

- 3.1. Existing Issue – refers to a concern, challenge or problem involving the employees that affect workplace harmony and productivity requiring team communication and clarification, problem solving or trouble shooting based on team building or learning teamwork skills
- 3.2. Team Building – a process consisting of series of activities or group exercises designed to promote group cohesiveness and effectiveness in performing and achieving common goals.



- 3.3. Recreation – a means of refreshing strength spirit after work and restoring health.
- 3.4. Relaxation – a physiological and emotional state characterized by reduced activity, particularly reduced heartbeat, perspiration, respiration and general muscular activity.
- 3.5. Social Awareness – recognition of aesthetic values, special love and concern for nature and the environment.

Section 4. Requirements for the Conduct of TBA. All proposals for the conduct of the TBA shall consider the following:

- 4.1. **Objectives** – The objectives of the proposed TBA shall indicate the need or necessity of the Office concerned to hold TBA in promoting workplace harmony and organizational productivity. The objective or set of objectives should state at least one existing issue that shall be addressed by the team building activities.
- 4.2. **Team Building Design** – The design should provide clear description of TBA that are appropriate to the objectives sought to be achieved by the Proponent Office. Specifically, it should include TBA which shall be at least fifty percent (50%) of the total allotted time while the other fifty percent (50%) may be devoted to relaxation, recreation, and social awareness. The said design shall also be the basis for the preparation of the terminal report to be submitted to the Interim Training and Development Division. (ITDD).
- 4.3. **Duration of the Activity** – The activity shall not be for more than one (1) working day exclusive of travel time. The Office, however, may be allowed to conduct the activity for more than one day provided that the excess number of day/s fall/s on a weekend/holiday and provided further that the total budget shall not exceed the allowable amount prescribed under Executive Order no. 77 (s. 2019).
- 4.4. **Budget Request** – A detailed summary of expenses shall form part of the TBA design and shall be requested in accordance with Executive Order no. 77 Section 5(b) and (c) and other existing budgetary rules and regulations.

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Margaret G. Manalaysay
MARGARET G. MANALAYSAY
Administrative Officer V



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	DESTINATION	MAXIMUM DTE
CLUSTER I	REGION I	Php 1,500/pax
	REGION II	
	REGION III	
	REGION V	
	REGION VIII	
	REGION IX	
	REGION XII	
	CLUSTER I	
	BARMM	
CLUSTER II	Cordillera Administrative Region	Php 1,800/pax
	CLUSTER VI	
	CLUSTER VII	
	CLUSTER X	
	CLUSTER XI	
CLUSTER III	National Capital Region	Php 2,200/pax
	REGION IV-A	
	REGION IV-B	

4.5. **Attendance and Skeletal Force.** This shall be scheduled or conducted once a year on the dates where no critical functions may be affected; provided, however that the TBA will not be held simultaneously by the Groups, Offices and Collection Districts. However, for those offices with frontlines services or critical functions, the Head of the Office shall arrange for the skeletal force to man the office.

4.6. **Venue and Security.** The Offices are encouraged to conduct an ocular inspection, if possible, to assure the safety of employees. Expense for the ocular inspection should be included in the budget estimate.

The Office shall be circumspect with full prudence and judicious discretion in identifying the proposed venue of the TBA in consideration of the public's ethical perception and impression. The below guidelines shall be considered:

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- a. A place that offers the most reasonable rates and facilities for TBA.
- b. The location need not be tourist-haven or the most popular place, but it should be one that supports the objectives of the TBA.
- c. If possible, the Office shall scope out different locations and identify one that may heighten social awareness.

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In case of emergency or special cases such as force majeure or fortuitous events, an official or employee shall be considered on "official time" on such event. The head of the Office or the next-in-rank official shall immediately advise the HRMD of this development. However, if an employee chooses to extend his/her stay in the venue or goes to another place after the TBA, the Bureau shall have no liability since it is not covered by the Customs Personnel Order.

- 4.7. **Monitoring and Evaluation.** The concerned Office is required to conduct program evaluation to determine the reaction and immediate learning of the participants. A written report shall be submitted to the ITDD within five working days after the TBA.
- 4.8. **Facilitators.** A resource person or facilitator may be sourced from the Pool of Speakers and Facilitators of the Bureau by the ITDD.
- 4.9. **Schedule of TBA.** The TBA shall be held on the dates where no critical functions may be affected; provided however, that the approving authority will ensure that the TBA will not be conducted simultaneously by the different offices.
- 4.10. **Transportation.** Use of Bureau shuttles shall be allowed to transport official/employees to the venue provided that the General Services Division, is duly informed in advance for service reservation

Section 5. Source of funds. The budget for the TBA shall be sourced from the regular appropriations charged in the training expense of the Bureau.

Section 6. Procedures.

- 6.1. The concerned office shall submit a Disposition Form to the Office of the Commissioner requesting for the approval of the proposal and conduct of TBA for the year.
- 6.2. The said office shall seek the concurrence of the Interim Training and Development Division, Budget Division, and Financial Management Office, and Administration Office regarding the proposed TBA.
- 6.3. The Interim Training and Development Division shall include the TBA in their training plan for the year. Further, the ITDD shall approve the TBA design submitted by the Office/Division concerned.
- 6.4. The Budget Division shall issue a Certification for the availability of allotment.

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Administrative Officer V

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South Harbor, Gate 3, Port Area, Manila 1099

Tel. Nos 527-4537, 527-1935

Website: www.customs.gov.ph Email: Boc.cares@customs.gov.ph



6.5. The Accounting Division and the Financial Management Office shall facilitate the release of funds for the said TBA.

6.6. The Administration Office shall ensure that the proposed TBA is in accordance with the existing rules and regulations regarding career and personnel development plans and provide other administrative services.

The concerned Office must submit to the ITDD a report and evaluation on the conduct of the TBA. The report shall highlight the following:

- a. How the objectives were met;
- b. What were the learning/ insights gathered;
- c. The issue/s solved;
- d. How will learning/sharing be applied;
- e. Impact of the TBA on productivity;
- f. What needs improvement and what are the recommendations; and
- g. Participation of officials and employees.

Section 7. Duties and Responsibilities.

7.1. Concerned BOC Office shall:

- a. Practice economy and simplicity in undertaking the TBA.
- b. Ensure that there is skeletal force for continuity of office operations and non-disruption of delivery of services.
- c. Ensure safety and welfare of officials and employees.
- d. Ensure the objectives of the TBA are achieved; and
- e. Submit a report to ITDD on the conduct of TBA, attaching the attendance sheet of the participants within five (5) working days after the conduct of said activities.

7.2. The official or employee shall:

- a. Participate in all sessions of the TBA
- b. Explain in writing to the head of Office/Division the reason/s for non-participation in the TBA or for failure to attend any of the scheduled sessions.

7.3. The Interim and Training and Development Division shall:

- a. Include the TBA in the training plan of the Bureau.
- b. Draft a bureau-wide Team Building design to be used by the requesting Office/Division.
- c. Coordinate to the Groups, Offices, Divisions, and Collections Districts regarding the schedule of the conduct of their respective TBA.

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- d. Evaluate and concur for the request of the conduct of TBA
- e. Monitor the TBA conducted by the concerned Office; and
- f. Consolidate reports submitted by the Office/Division before the end of the year and submit comments/recommendations to the Commissioner for its evaluation and appropriate action

7.4. **The Budget Division shall** issue a certification for the availability of allotment for the TBA.

7.5. **The Accounting Division shall** facilitate the release of budget for TBA upon approval of the Commissioner.

7.6. **The Administration Office shall:**

- a. Ensure that the proposed TBA is in accordance with the existing rules and regulations regarding career and personnel development plans.
- b. Provide the necessary administrative support services.

Section 8. Effectivity. These guidelines shall take effect immediately.

REY LEONARDO B. GUERRERO
Commissioner



BOC-03-14614

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