



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY



ACCOUNTABILITY

IA G Memo No. 13-2021

MEMORANDUM

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TO : ALL COLLECTION DISTRICT OFFICERS AND
EMPLOYEES WITH ADMINISTRATIVE FUNCTIONS

FROM : 
DONATO B. SAN JUAN
Deputy Commissioner / 
Internal Administration Group

SUBJECT : MONITORING OF INITIAL IMPLEMENTATION OF IAMS

DATE : 15 April 2021

1. Consistent with the organization's thrust to modernize systems and processes, and to further professionalize its workforce, the BOC will be implementing the use of the Internal Administration Management System (IAMS) starting April 16, 2021.
2. In this regard, at least five (5) officers or employees with administrative function per Collection District are hereby directed to monitor the implementation of, and submit a feedback online on the performance of the following modules in their respective offices during its first week of implementation (April 19 to 23, 2021),:
 - a. Online Recruitment Module
 - i. Submission of application (upon posting of vacant positions)
 - b. Time and Attendance Module
 - i. Generation of Daily Time Record reflecting time logs from April 19 to 23, 2021
 - ii. Use of Work-from-Home feature
 - c. Leave Management Module
 - i. Actual filing and approval of leave application
 - d. Training and Development Module
 - i. Submission of request for training
 - e. Medical Module
 - i. Reporting of health status of employees
 - f. Employee Self Service Module
 - i. Transactions related to the aforementioned modules
3. The online form shall be accomplished by the administrative officers concerned of each Collection District not later than April 26, 2021. Below is the link as well as the QR code for the online feedback form for ease of access:

Link: <https://forms.office.com/r/W4aup9uraa>



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4. Further, at least one actual report generated per subject module must also be submitted to the HRMD thru hcmd@customs.gov.ph not later than April 27, 2021. For easier retrieval, send the e-mail including attachments with the subject: **IAMS Reports_[NAME OF COLLECTION DISTRICT]**.
5. Heads of Office shall ensure compliance of their respective administrative offices to this Memorandum.
6. For compliance.