

2019-01-010



Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
1099 Manila

**MEMORANDUM**

TO : ALL THE DEPUTY COMMISSIONERS  
ALL DIRECTORS AND DIVISION CHIEFS  
ALL HEADS OF UNITS/OFFICES  
ALL DISTRICT/PORT COLLECTORS  
ALL OTHERS CONCERNED

FROM : REY LEONARDO B. GUERRERO  
Commissioner

SUBJECT : SUBMISSION OF 2019 WORK/OPERATIONAL PLAN

DATE : 4 January 2019



JAN 04 2019

The Bureau envisions an efficient customs administration to improve its work processes that facilitate effective decision-making.

An effective monitoring and evaluation system is needed to systematically track the timely implementation of activities or programs, and measures their effectiveness. It also helps determine exactly when changes may be needed.

In this regard, you are hereby directed to submit your respective work/operational plans for CY 2019 based on your mandated functions on or before 11 January 2019. The work plan shall include all your activities or programs for the entire year, their objectives/expected results (*output and outcome levels which set out what changes the activities/programs hope to achieve*), well-defined performance indicators for each result, proposed funding, and strategies on how to accomplish them.

For strict compliance.