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**MEMORANDUM**

**TO :** ALL CUSTOMS EMPLOYEES

**FROM :** REY LEONARDO B. GUERRERO  
 Commissioner *FEB 24 2021*

**SUBJECT :** INVITATION TO THE WORLD CUSTOMS ORGANIZATION (WCO)-JAPAN CAREER DEVELOPMENT PROGRAMME 2021/2022

**DATE :** February 22, 2021



BOC-03-08866

- 1.0 This is with regard to the invitation to qualified Bureau personnel to the World Customs Organization (WCO)-Japan Career Development Programme 2021/2022, which will commence in September 2021 at the WCO Headquarters in Brussels, Belgium.
- 2.0 The World Customs Organization-Japan Career Development Programme 2021/2022 aims to:
  - a. Provide developing country Members an opportunity for selected candidates to undertake work at the Secretariat as a Professional Associate (PA) to obtain knowledge, skills, and international work experience;
  - b. Develop and enhance networks among WCO Members and the Secretariat;
  - c. Support and assist the Secretariat in its missions, work, and tasks;
  - d. Enhance the research function of the World Customs Organization; and
  - e. Develop a pool of highly competent officials with expertise in Member administrations.
- 3.0 The selected Professional Associate (PA) shall perform the following tasks:
  - a. Assist and support the tasks and projects of the Secretariat, primarily in the Directorate in which he/she has been assigned;
  - b. Provide support for linguistic matters in his/her language;
  - c. Undertake research on a theme set by the WCO or by the PA himself/herself or a special project; and
  - d. Conduct and enhance his/her research and study.
- 4.0 The WCO shall provide/cover the following costs related to the Programme:
  - a. Office space, support staff, equipment and other resources to carry out the assigned tasks of the PA;
  - b. Monthly subsistence allowance amounting to four thousand euro (4,000.00 euro);

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- c. Economy class ticket to and from Belgium, and during field study, if any;
  - d. Official visa support letter certifying enrollment in the Programme in relation to the PA's application for a Schengen Visa; and
  - e. Medical emergency coverage.
- 5.0 Interested applicants must meet the following qualifications:
- a. Chosen and nominated by the Head of their home Customs Administration;
  - b. Have a minimum of 3 years experience in Customs;
  - c. Have a university degree or equivalent professional qualification;
  - d. Proficient in English; and
  - e. Free from any medical condition that would impair his/her full participation in the programme;
- 6.0 Recommended applicants should ideally:
- a. Have work experience in policy making, policy implementation, and/or research and study;
  - f. Have work experience in an International environment, in particular regarding WCO matters;
  - g. Have working knowledge of computer applications; and
  - h. Younger than 45 years of age.
- 7.0 As per Customs Memorandum Order No. 13-2020 "Policies and Guidelines for the Availment of Scholarship Programs of the Bureau of Customs Personnel," the following additional requirements shall be imposed upon nominees for scholarship and fellowship programs:
- a. Must hold a permanent position and have rendered at least two (2) years of continuous service as permanent employees in the Bureau;
  - b. Have at least Very Satisfactory performance ratings for the last two (2) consecutive rating periods preceding the period of application for scholarship program;
  - c. Have no foreign or local scholarship grant in the past two (2) years;
  - d. Have no pending service obligation from previous local or foreign scholarship; and
  - e. Have no pending criminal and/or administrative case.
- 8.0 Interested applicants must submit the following to the Interim Training and Development Division (ITDD) **on or before March 10, 2021** for evaluation of who will be nominated by the Commissioner:
- a. Accomplished Application Form the Post of *Professional Associate* within the World Customs Organization (2021/2022);
  - b. Duly signed Endorsement/Recommendation Letter with justification from the Deputy Commissioner, for personnel assigned under Groups, or from the District Collector, for personnel assigned in Collection Districts;
  - c. Duly accomplished Personal Data Sheet with Work Experience Sheet (Civil Service Commission Form No. 212);

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f. Legal Clearance and notarized Affidavit of No Pending Criminal and/or Administrative Case

- 9.0 For more information, you may contact Nicole Headerre Alarcon, ITDD at (02) 8527-4642, 0956-809-4668 and/or [ITDDCustoms@customs.gov.ph](mailto:ITDDCustoms@customs.gov.ph). Kindly see attached file for more details about the program.
- 10.0 For your information.

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