



29 December 2015

MEMORANDUM

For: All Deputy Commissioners
All Directors
All Division Chiefs
All District Collectors
All Port/Sub-Port Collectors
External Relations Office Secretariat

From: The Commissioner

Subject: 2015 ANNUAL REPORT

1.0) In compliance with Executive Order 292 or the Administrative Code of 1987, requiring branches, subdivisions, department and agencies of the Government to prepare and submit annual reports, preparation for the production of the BOC 2015 Annual Report is ongoing.

2.0) In this light, all concerned are required to **submit their respective accomplished reports** for CY 2015 **on or before 16 January 2016**, as follows:

a.) Revenue Collection Monitoring Group

- Operational highlights
 - Revenues and sources of revenue growth
 - Collections
 - Auctions & Negotiated Sales
 - Anti-smuggling & border control
 - Litigation/Run After The Smugglers
 - Number of cases
 - Status/Progress of cases
 - Wins
 - Trade facilitation
 - Bilateral/Multilateral agreements and areas of cooperation
 - International relations/meetings
 - Regional integration—concrete steps/policies implemented

b.) Assessment & Operations Coordinating Group

- Operational highlights

- Revenues and sources of revenue growth
 - Collections
 - Auctions & Negotiated Sales
- Policy changes and reforms
 - Open Data & Transparency
 - New issuances and rules
 - Importer & Broker Accreditation

c.) Intelligence Group, Enforcement Group

- Operational highlights
 - Anti-smuggling & border control
 - Apprehensions/Seizures (what types of goods, value)
 - Alert Orders (what are the bases, common violations)
 - Inter-agency cooperation and coordination

d.) Management Information System & Technology Group

- Automation, IT and new tools of work
 - New computers/hardware and software
 - New investments in offices, vehicles, etc

e.) Internal Administration Group

- Human Resources
 - Trainings and other capacity-building programs/projects
 - Hiring & Promotion
 - Gender and Development/Employee Welfare
 - HRIS initial implementation
- General Services
 - Major procurement for the Bureau's improved operations

f.) Collection Districts

- Operational highlights
 - Revenues and sources of revenue growth
 - Collections
 - Auctions & Negotiated Sales
 - Anti-smuggling & border control
 - Apprehensions/Seizures (what types of goods, value)
- Automation, IT and new tools of work
 - New computers/hardware and software
 - New investments in offices, vehicles, etc
- Human Resources
 - Trainings and other capacity-building programs/projects
 - Hiring
 - Gender and Development/Employee Welfare

3.0) The Accomplishment Reports of the Groups and/or Districts should already include the accomplishments of the Unit/Office/Division or Port/Sub-Port under them. Bullet points of

salient or pertinent information are the only requirements. No need for lengthy article. The reports must be submitted in soft copies ONLY.

- 4.0) Please note that the guide is just for reference. You may add key points as necessary or relevant.
- 5.0) Please submit your reports in soft copies via Word/DOC file attachment, via email to the Public Information and Assistance Division (PIAD) at customs.piad@gmail.com DO NOT send PDF or JPEG files as these cannot be edited. Photos must be emailed as well. Please email the soft copy of the actual photo. DO NOT paste the photo in a Word/DOC or PDF file.
- 6.0) Should you have any concerns or clarifications, please feel free to contact Belle Maestro of PIAD at 0916-4538919 / 527-8259 / 527-1968 or email mariagerty.pagaran@customs.gov.ph; cylieamor.litao@customs.gov.ph; bellemaestro@gmail.com.



ALBERTO D. LINA
Commissioner
Bureau of Customs



2016 01 03