

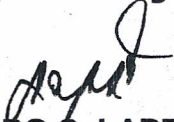



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
MANILA 1099

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MEMORANDUM

TO : All Deputy Commissioners
All Directors
All District Collectors
All Port/Sub-Port Collectors
All Division / Office Chiefs
Project Management Office –CMTA IRR

FROM :  
ISIDRO S. LAPEÑA, PhD, CSEE
Commissioner
DEC 28 2017

SUBJECT : SUBMISSION OF ACCOMPLISHMENT REPORT/ INPUTS
TO THE 2017 BOC ANNUAL REPORT

DATE : 22 December 2017

- 1.0) The Office of the Commissioner, through the Public Information and Assistance Division, is now in the process of preparing the Bureau of Customs' 2017 Annual Report. This is in compliance with Executive Order 292 or the Administrative Code of 1987 which requires branches, subdivisions, department and agencies of the government to submit and publish annual reports.
- 2.0) In this regard, all concerned are required to **submit on or before 08 January 2018 their respective accomplishment reports** on all program and projects undertaken for CY 2017 and other **relevant inputs** for the 2017 BOC ANNUAL REPORT.
- 3.0) **The accomplishment reports of each group and/or district should include the accomplishments of the unit/office/division or port/sub-port under them.** Bullet points indicating salient or pertinent information shall suffice, without the need to submit lengthy articles in paragraph format.
- 4.0) Accordingly, reports/inputs required are the following:

a.) Revenue Collection Monitoring Group

1. Operation highlights
 - a. Revenues and sources of revenue growth
 - Collections
 - Auctions & Negotiated Sales
3. Tax Credit Certificates/Tax Refund
2. Anti-smuggling
 - a. Litigation/BATAS CASES
 - Number of cases
 - Status/Progress of cases
 - Wins
3. Trade facilitation
 - Bilateral/Multilateral agreements and areas of cooperation
 - International relations/meetings
 - Regional integration—concrete steps/policies implemented

b.) Assessment & Operations Coordinating Group

1. Operational highlights
 - a. Revenues and sources of revenue growth
 - Collections
 - Auctions & Negotiated Sales
2. Policy changes and reforms
 - a. New issuances and rules
3. Progress report/Achievements on "No Sectioning Policy"
4. Progress report on examiners'/appraisers' refresher course

c.) Intelligence Group

1. Operational highlights
 - a. Anti-smuggling & border security
 - Apprehensions/Seizures (what types of goods, value)
 - Alert Orders (what are the bases, common violations)
 - Inter-agency cooperation and coordination
2. Number of accredited importers and brokers



d) Enforcement Group

1. Operational highlights
 - a. Anti-smuggling & border security
 - 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

1. Automation, IT and new tools of work
 - a. New computers/hardware and software
 - b. New system processes

e.) Internal Administration Group

1. Human Resources and Management
 - a. Hiring and Promotion
 - b. Trainings and other capacity-building programs/projects
 - b. Number of employees reshuffled, relieved, dismissed from service, with administrative cases
 - c. Gender and Development/Employee Welfare
2. General Services
 - a. Status of major procurement for the Bureau's improved operations
3. External Affairs Office
 - a. Trade facilitation
 - Bilateral/Multilateral agreements and areas of cooperation
 - International relations/meetings
 - Regional integration—concrete steps/policies implemented

f.) Collection Districts

1. Operation highlights
 - a. Revenues and sources of revenue growth
 - Collections
 - Auctions & Negotiated Sales
 - Balikbayan boxes (Number of shipments and balikbayan boxes/number of consignees/amount of duties and taxes collected)

- b. Anti-smuggling & border control
 - Alert Orders
 - Apprehensions/Seizures (what types of goods, value)
 - 2. Automation, IT and new tools of work
 - a. New computers/hardware and software
 - b. New investments in offices, vehicles, etc
 - 3. Human Resources
 - a. Trainings and other capacity-building programs/projects
 - b. Hiring
 - c. Gender and Development/Employee Welfare
- 5.0) The reports **MUST BE SUBMITTED VIA EMAIL** to piad@customs.gov.ph (in soft copies, via Word/DOC file attachment). Please do **not** send PDF or JPEG files as these cannot be edited.
- Copies of photos must be emailed as well in their original format (JPEG/GIF/PNG), and should not be pasted in a Word/DOC/PDF file.
- *Important: For reports on apprehensions, seizures, alert order, please STRICTLY FOLLOW the Excel format hereto attached.**
- 6.0) Should you have any concerns or clarifications, please feel free to contact Maria Gerty Pagaran or Karren Noronio of PIAD at (02)705-6000 or (02)527-8259.
- 7.0) For strict compliance.

