



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
MANILA 1099

01 SEP 2005

**CUSTOMS MEMORANDUM ORDER**  
NO. 30-2005

TO : **All Service Chiefs  
Collectors, Division Chiefs  
All Others Concerned**

SUBJECT : **CREATION OF INTERIM INTERNAL  
CONTROL OFFICE**

Pursuant to Administrative Order 70, dated April 14, 2003, an Interim Internal Control Office is hereby created to function in accordance with its mandates until a permanent Internal Control Office shall have been created and approved by the proper authorities.

**I. FUNCTIONS**

To comply with the purpose of its creation as provided for in AO 70, the Interim Internal Office shall perform the following functions:

1. Ensure that all rules and regulations and procedures governing the operations of the Bureau of Customs are strictly followed and are being uniformly applied;
2. Ensure that all programs, projects, contracts, agreements and others are properly implemented and complied with;
3. Help in the safeguarding of assets and resources of the Bureau of Customs;
4. Assist the management in identifying obsolete and or modifying/ineffective Rules, Regulations and Orders;
5. Identify areas of improvement and development concerning day to day activities of the Bureau of Customs;
6. Identify weaknesses and leakages that hamper and derail in carrying out the mandates and vision of the Bureau;
7. Ensure that the Bureau is observing Customs' international best practices;
8. Help improve the quality of service of the Bureau;
9. Conduct strategic review and evaluation of the operations and performances of the Bureau;
10. Assist the Change Management Team in drafting the Staffing/Organizational structure of the Internal Control Office in line with the Rationalization of the Bureau pursuant to EO 366;
11. Perform other related activities as may be mandated by the Commissioner of Customs.

*JS*

Cms-30-05<sup>2</sup>

**II. AUTHORITY**

It shall in the performance of its functions be authorized to access to the following:

- o All Customs records and properties
- o All Customs activities and systems

It shall not, however, in the performance of its functions, encroach into the authority of the Commission on Audit nor shall intrude into its mandates.

**III. ORGANIZATION**

- o The Interim Internal Control Office shall report directly to the Commissioner.
- o It shall be headed by an Over-All Team Leader and shall be composed of the following Teams:

- Team A - Performance and Compliance Control
- Team B - Technical Review and Resources Management Control
- Team C - International and Public Affairs Assessment
- Team D - Post Review and Evaluation

**IV. DUTIES AND RESPONSIBILITIES**

The following shall be the specific duties and functions of each Team:

Team A:

- Checks/monitors strict compliance/uniform application with/of existing Laws, Rules, Regulations, Policies, Guidelines, Orders, etc.;
- Issues findings and gives recommendations to correct and improve the system and implementation relative thereto;
- Identifies obsolete and ineffective laws, rules, regulations, policies, guidelines, orders, etc.;
- Evaluates performance of offices according to its mandates and duties and functions;
- Perform other activities related thereto.

Team B:

- Reviews contracts, programs and agreements;
- Monitors compliance of both contracting parties;
- Ensures the proper acquisition/disposal of assets and resources;
- Checks/measures the performance of offices in terms of its deliverables (i.e. revenue collection, liquidation of entries, warehousing, etc.);
- Issues findings and gives recommendations and solutions;
- Perform other activities in relation thereto.

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Team C:

- Reviews/monitors implementation and compliance of/with International Agreements (i.e. Bilateral Agreement), Treaties, Declarations and Commitments;
- Monitors/assesses output of the recipients of international trainings, seminars, workshops, scholarships, grants, and etc.;
- Issues findings and gives recommendation and solutions relative thereto;
- Performs other activities in relation thereto.

Team D:

- Evaluates/reviews the output of the recommendations/solutions and actions taken relative to the findings of Teams A, B, and C. ;
- Prepares overall recommendation for the management based on the output of the evaluation and review.

**V. CONFIDENTIALITY CLAUSE**

All information acquired in the performance of its duties and functions must be treated with strict confidentiality.

**VI. REPEALING CLAUSE**

All issuances, orders, guidelines, orders and guidelines inconsistent herewith are hereby revoked.

**VII. EFFECTIVITY**

This Customs Memorandum Order shall take effect on October 1, 2005.

  
**ALEXANDER M. AREVALO**  
Officer-In-Charge

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*CMO-30-05*



Memorandum for:

**ALEXANDER M. AREVALO**  
 Officer-In-Charge

Thru: **Atty. ROBERTO D. GEOTINA**  
 Deputy Commissioner  
 Internal Administration Group *[Signature]*

Subject: Creation of the Internal Control Office

As we already behind the schedule of activities stated in the Customs Integrity Action Plan, may we respectfully propose for a revised schedule as follows for your comment and/or approval:

ACTIVITY	SUB-ACTIVITY	DATE
Signing of CMO	Preparation of CMO	August 22 to 31, 2005
Customs Personnel Order	Circularization of Memo inviting interested personnel to form part of the ICO Interim Office	September 1, 2005
	Deadline of Submission of Application	September 16, 2005
	Screening/Selection of Applicants:	September 19 to 23, 2005
	<ul style="list-style-type: none"> <li>&gt; Evaluation of Applicants</li> <li>&gt; Written Examination</li> <li>&gt; Interview</li> </ul>	October 03 to 04, 2005 October 06 and 07, 2005 October 10, 2005
Issuance of CPO		
Orientation/Briefing		Between October 12-14, 2005
Training	Classroom Training	October 17 to 31, 2005
	On-the-Job Training	November 2005
Launching of ICO		First Monday of December 2005

In order to ensure the selection of qualified applicants, we respectfully recommend that some senior and mid-level officials of the Bureau of Customs who are exposed with this kind of selection process and who are appreciative of the importance of internal control shall conduct the interview. The focus of the Working Group is more on the attitude and the intentions of the applicants in joining the Interim Internal Control Office rather than the skills and the knowledge as these can be gained through training.

Further, we have taken the initiative to enclose the proposed CMO and the draft Memorandum of Recruitment for your signature if these merit your approval.

For further instructions, Sir.