




**MEMORANDUM**

**TO :** ALL EMPLOYEES

**FROM :**   
DONATO B. SAN JUAN  
Deputy Commissioner  
Internal Administration Group

**SUBJECT :** BOC ONLINE LEARNING PORTAL REGISTRATION FORM

**DATE :** October 22, 2020

- 1.0 The Interim Training and Development Division, the Office of the Strategy Management, and the Planning and Policy Research Division have been utilizing the use of the Bureau of Customs Online Learning Portal via [www.training.customs.gov.ph](http://www.training.customs.gov.ph) for online/virtual learning and development (L&D) programs.
- 2.0 In order to facilitate the use of the portal and enrollment in online/virtual trainings, all employees are directed to register in the BOC Online Learning Portal through the Interim Training and Development Division (ITDD).
- 3.0 Please fill out the attached Application Form to register account, reset password, or update profile, and for forward other concerns. Completely filled out Application Form must be endorsed by the employee's immediate supervisor and submitted to the ITDD.
- 4.0 Thank you.



**BUREAU OF CUSTOMS**

*Professionalism Integrity Accountability*



**BOC ONLINE LEARNING PORTAL APPLICATION FORM**

The Bureau of Customs Online Learning Portal (BOC OLP) supports the Interim Training and Development Division (ITDD) in establishing a continuing program for career and personal development of each Bureau employee by providing an electronic platform for trainings and capacity buildings.

How to get started:

1. Apply for a BOC OLP account
2. Visit <http://training.customs.gov.ph/>
3. Start using the OLP
4. Contact ITDD for any concern/support

**PLEASE NOTE:** Submit this completed Application Form to ITDD by providing the requested information in the spaces below. This form constitutes your formal request to access the BOC Online Learning Portal and indicates your authorization/approval to the information contained in this document. By signing below, you agree to be bound by the terms and conditions of the BOC OLP and assume accountability to your BOC OLP account.

**USER INFORMATION**

Name: (LastName, First Name, M.I.)

Position: (Current Designation)

Group/Division/Port: (Current Designation)

Contact Details: (Mobile & Email Address)

**ACCOUNT APPLICATION**

Please tick on the applicable field. Select only **ONE** per application.

- Online Learning Portal (OLP) Account
  - Student
  - Course Creator
  - Non-editing Teacher
  - Teacher

- Reset Password
- Update Profile
- Other Concerns (Please specify) \_\_\_\_\_

**AUTHORIZATION AND ACKNOWLEDGEMENT**

Name and Signature of Applicant Date

Name and Signature of Immediate Supervisor Date

**FOR ITDD USE ONLY**

- APPROVED  DISAPPROVED

Name and Signature of ITDD Officer Date