



MEMORANDUM

TO : All Deputy Commissioners
All District Collectors
All Port/Sub-Port Collectors
All Directors
All Division / Office Chiefs

FROM : REY LEONARDO B. GUERRERO
Commissioner

SUBJECT : SUBMISSION OF 2020 ACCOMPLISHMENT REPORT

DATE : October 19, 2020



BOC-03-07348

OCT 28 2020

- 1) The Office of the Commissioner, through the Public Information and Assistance Division (PIAD), is now in the process of preparing the **Bureau of Customs' 2020 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) In this regard, all concerned are required to submit on or before January 6, 2021 their respective Accomplishment Report on all programs and projects undertaken from January 01 to December 31, 2020 as well as other relevant inputs.
- 3) The accomplishment reports of each group and/or district should include the accomplishments of the unit/office/division or port/sub-port under them. A brief narrative with graphs and/or tables, photos, infographics, and/or annexes shall suffice.
- 4) 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.
- 5) 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.
- 6) Should you have any concerns or clarifications, please feel free to contact Karren April Noronio and DJ Buted of PIAD via email at noroniok@customs.gov.ph and dexter.buted@customs.gov.ph or dial (02) 8705-6000.
- 7) For strict compliance.

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