



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

OCCOM Memo No. 134-2022

## MEMORANDUM

MASTER COPY *mm*

**TO :** ALL DEPUTY COMMISSIONERS AND ASSISTANT COMMISSIONER,  
ALL DISTRICT AND SUPPORT COLLECTORS,  
ALL SERVICE DIRECTORS,  
ALL CHIEFS, FORMAL ENTRY DIVISION  
ALL OTHERS CONCERNED

**FROM :** *[Signature]*  
YOGI FILEMON L. RUIZ  
Acting Commissioner

OCT 26 2022



BOC-03-17591

**SUBJECT :** Freedom of Information (FOI) Program Criteria and Validation Process for the Eligibility to FY 2022 Performance-Based Bonus (PBB)

**DATE :** October 21, 2022

This is in reference to the implementation of Freedom of Information (FOI) program criteria and validation process for the eligibility to FY 2022 Performance Base Bonus (PBB).

In compliance to FOI-MC No. 01, s. 2022, you are hereby directed to provide to the Public Information and Assistance Division (PIAD), the titles/subject of any memorandum, (e.g., Memorandum of Agreement) office orders, and other issuances your office issued from January to December 2022. Only those information/data not available or accessible on the BOC website should be listed and classified according to below level of disclosure.

1. Public – Available for public consumption.
2. Exception – Information is covered by the Exceptions list.
3. Internal – Information is for agency consumption only and cannot be disclosed to the public.
4. With Fee – Information can be disclosed but with corresponding changes based on agency's mandate/policies/business model; and,
5. Limited – Information can be disclosed to specific person/s and/or entity/ies upon verification of requesting party's identity.

Attached is the sample template. Deadline of submission is on or before January 06, 2023. For further inquiries, please contact Ms. Alexandra Camille Diaz at 09357374832.

Strictly no extension of deadlines.

For strict compliance.

**SAMPLE INVENTORY**

Office Division	Title	Description	Disclosure	Data Maintainer	Date Released
Account Management Office	Customs Memorandum Order 05-2018	Supplemental to CMO No. 11-2014, Revised Guidelines for Registration of Importers and Customs brokers with Bureau of Customs (BOC)	Public	Account Management Office	April 30, 2018
Internal Administration Group	Customs Memorandum Circular 118-2018	Rate of Exchange for the week June 21-27-2018	Public	Central Records and Management Division	June 20, 2018
Office of the Commissioner	Customs Administrative Order 4-2017	Rule on nepotism in the Bureau of Customs	Public	Central Records and Management Division	June 2, 2017
Import and Assessment Service	Customs Memorandum 2018-06-010	Tariff Commission Circulars/Advance Rulings	Public	Import and Assessment Service	June 5, 2018