



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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PROFESSIONALISM

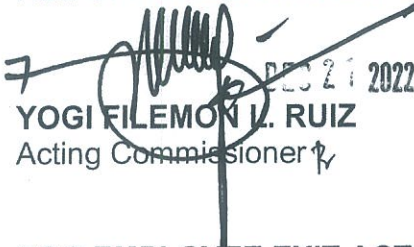
INTEGRITY

ACCOUNTABILITY

OCOM Memo No. 152-2022

MEMORANDUM


TO : ALL OFFICIALS AND EMPLOYEES

FROM :  **YOGI FILEMON L. RUIZ**
Acting Commissioner

SUBJECT : **BOC EMPLOYEE EXIT ACTIVITY PLAN AND CHECKLIST
FOR ALL RETIRING AND RESIGNING EMPLOYEES**

DATE : December 12, 2022

DEC 21 2022



BOC-03-18235

- 1.0 The Bureau of Customs recognizes the importance of seeking feedback from its employees to assist the management in the review and implementation of existing policies on human resource management.
- 2.0 In line with this, all retiring and resigning employees of the Bureau are hereby directed to comply with and accomplish the BOC Employee Exit Activity Plan (Annex "A") which shall be submitted to the Human Resource Management Division within five (5) workdays from the effectivity date of separation from the service.
- 3.0 All concerned Administrative Officers are likewise directed to assist the retiring/resigning employees and coordinate with the Offices concerned on the implementation of the BOC Employee Exit Activity Plan. The HRMD shall study the feedback provided by the concerned employees and submit recommendations to for improvement of HR/Administrative policies and systems.
- 4.0 For compliance.



BOC EMPLOYEE EXIT ACTIVITY PLAN AND CHECKLIST

A. EMPLOYEE DETAILS

Surname: _____ Name: _____ MI: _____

Contact Number: _____ Office/Port: _____

Name of Immediate Supervisor _____

B. MODE OF SEPARATION

- Retirement: Compulsory Optional
- Resignation

C. EFFECTIVITY DATE OF SEPARATION: _____

D. EXIT ACTIVITY PLAN:

Activity	Completed	Pending	Remarks
Submission of Letter of Intent to Retire/Resign			
Attendance to Briefing on CMO-13-2013			
Attendance to Exit Conference with the immediate supervisor			



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PROFESSIONALISM INTEGRITY ACCOUNTABILITY

Activity	Completed	Pending	Remarks/Signature of Officer-in-Charge
Turn-over of responsibilities and accountabilities			
Processing of Clearances			
Submission of Employee ID to HRMD			
Attendance to Exit Interview with the HRMD			

 Printed Name and Signature of the Employee

 Printed Name and Signature of the Immediate Supervisor

Note: This Form must be submitted to the Human Resource Management Division within five (5) work days after the effective date of separation from the Bureau of Customs.