IA G Memo No. 08-2020





MEMORANDUM

FOR

ALL OFFICIALS AND EMPLOYEES

FROM

DONATO B. SAN JUAN

Deputy Commissioner

Internal Administration Group

SUBJECT

Amendment to the Memorandum on the Prescribed Format

for Post-Training/Seminar/Workshop Participation Report

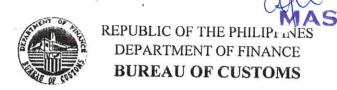
dated November 28, 2019

DATE

January 14, 2019

- 1.0 This refers to the Memorandum dated November 28, 2019 issued by this Office regarding the prescribed format for Post-Training/Seminar/Workshop Participation Report.
- 2.0 This is to amend previous instruction to submit Post-Participation Report to the Office of the Commissioner (OCOM), copy furnished the Interim Training and Development Division (ITDD), Internal Administration Group (IAG), not later than three (3) days after the program for local participation and not later than five (5) days for international participation.
- 3.0 Only Post-Participation Reports to international trainings/seminars/workshops must be submitted to the OCOM, copy furnished ITDD, IAG. As for local trainings/seminars/workshops, reports must be submitted directly to the ITDD, IAG.
- 4.0 For your information and strict compliance.

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MEMORANDUM

BOC-03-04001

TO

:

ALL OFFICIALS AND EMPLOYEES

FROM

DONATO B. SAN JUAN

Deputy Commissioner

Internal Administration Group

SUBJECT

Prescribed Format for Post-Training/Seminar/Workshop

Participation Report

DATE

November 28, 2019

1.0 In line with continuous effort to monitor and improve training and development programs for Bureau of Customs personnel, all officials and employees attending local and international trainings, seminars, or workshops are directed to use the attached prescribed Post-Participation Report format.

- 2.0 Post-Participation Report must be submitted to the Office of the Commissioner, copy furnished the Interim Training and Development Division (ITDD), Internal Administration Group, not later than three (3) days after the program for local participation and not later than five (5) days for international participation.
- Please note that post-participation report shall form part of the requirements for the issuance of Certificate of Completion for trainings provided by the Bureau of Customs and processing of training expense reimbursements and liquidation.
- 4.0 For compliance.

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PROGRAM TITLE:

ORGANIZER/FACILITATOR:

DATE:

VENUE:



REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FINANCE

BUREAU OF CUSTOMS

TER COPY

1099 Manila

POST-PARTICIPATION REPORT

RESOURCE SPEAKERS:
ATTENDEES (Number and short description or profile of other participants):
PROGRAM DESCRIPTION AND OBJECTIVE/S
(Brief description of the training/seminar/workshop, including specific learning objectives)
Write text here
DISCUSSION AND ACTIVITIES
(Details of the contents of the program, including outline of the activities done and topics discussed)
Write text here

PARTICIPANT'S LEARNINGS

PARTICIPANT'S EXPERIENCE

country, culture, processes, etc.)

Write text here...

(Discussion of important knowledge, skills, attitude, or insights learned or gained by the participant that would be useful in the performance of his/her duties/functions)

(Discussion of the participant's experience for the duration of the program covering important aspects such as interaction with co-participants, resource speakers, hosts, facilitators, etc; exposure to other organizations,

Write text here...

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BUREAU OF CUSTOMS

TER COPY

1099 Manila

RECOMMENDATION

(Recommendations for the Interim Training and Development Division and the Agency based on the participant's experience and learnings)

Write text here....

CONCLUSION

Write text here....

ANNEXES

(Report should include the following annexes:

- 1. Available training materials distributed to the participants; and
- 2. Pictures from the training, if any)

Write text here....

Prepared by:

Approved by:

PARTICIPANT'S NAME
Position
Office

PARTICIPANT'S SUPERVISOR/CHIEF
Position
Office

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