



MEMORANDUM

TO : ALL COLLECTION DISTRICT OFFICERS AND EMPLOYEES WITH ADMINISTRATIVE FUNCTIONS

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

SUBJECT : **EXTENSION OF THE MONITORING AND SUBMISSION OF FEEDBACK RE: INITIAL IMPLEMENTATION OF IAMS**

DATE : May 12, 2021

1. This has reference to IAG Memorandum No. 13-2021 dated April 15, 2021 with the subject "Monitoring of Initial Implementation of IAMS", directing the implementation of, and submission of feedback on the performance of the IAMS Modules through the online form during its first week of implementation (April 19 to 23, 2021)
2. To give time for the IAMS project team to address log-in issues of employees in accessing the IAMS, the date of the submission of the online feedback form is extended up until **May 28, 2021**.
3. In this regard, at least five (5) officers or employees with administrative function per Collection District are hereby directed to continue the monitoring of the implementation of, and submit a feedback online on the performance of the following modules in their respective offices from April 19, 2021 to May 28, 2021:
 - a. Time and Attendance Module
 - i. Log-in and use of Work-from-Home feature
 - b. Leave Management Module
 - i. Actual filing and approval of leave application
 - c. Training and Development Module
 - i. Submission of request for training (scheduled and personal request)
 - d. Medical Module
 - i. Reporting of health status
 - e. *Employee Self Service (ESS)
 - i. All transactions covered

*To log-in to the ESS module you may follow these steps:

 1. Input your ID Number in the username field;
 2. Click Forgot Password;



3. Check your Inbox on your Work Email (@customs.gov.ph) for the Verification Code;
 4. Enter Verification Code;
 5. Enter your New Password;
4. The online form shall be accomplished by the administrative officers concerned of each Collection District not later than **May 28, 2021**. Below is the link as well as the QR code for the online feedback form for ease of access:

Link: <https://forms.office.com/r/W4aup9uraa>

QR code:



5. Heads of Office shall ensure compliance of their respective administrative offices to this Memorandum.
6. For compliance.