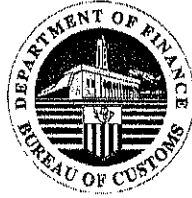


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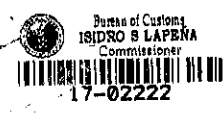
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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MEMORANDUM

TO : ALL MISTG PERSONNEL
ALL OTHERS CONCERNED

FROM : *Lapeña*  
ISIDRO S LAPEÑA, PhD, CSEE
Commissioner
OIC, MISTG NOV 09 2017

SUBJECT : Policy on Remote Access of Database Server

DATE : November 09, 2017

Considering the sensitivity and confidentiality of our data in the Bureau of Customs (BOC), all employees, including but not limited to the Management of Information System and Technical Group staff members, are mandated to follow the guidelines below:

1. No employee or staff member shall access the database servers outside the Bureau of Customs (BOC) premises;
2. Permission for remote access must be strictly limited to specific employees who have strong business or operational need for the access;
3. The Commissioner of the Bureau of Customs or his authorized representative shall give his written consent to employees who need access to the database server/s; and
4. Remote access to the database servers shall be limited in time and to the purpose/s specified in the written permission.

Any violation of this order will be considered as an act detrimental to the interest of the government or the Bureau and will be subjected to criminal or administrative sanction pursuant to Section 1431 of the Customs Modernization and Tariff Act, and may also be proceeded against for violation of the Data Privacy Act for unlawfully processing of confidential personal information, if applicable.

For strict and immediate compliance.