



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA 1099

May 27, 2015

CUSTOMS MEMORANDUM CIRCULAR
NO. 59-2015

TO: All Customs Officials and Employees

SUBJECT: Memorandum of Agreement between the Land Bank of the Philippines and the Bureau of Customs (BOC) / Payroll System with HRIS Package

Attached is a copy of the signed and notarized Memorandum of Agreement between the Land Bank of the Philippines and the Bureau of Customs for the grant of LANDBANK's Payroll System with Human Resources Information System (HRIS) Package.

For your information and guidance.

Please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

ALBERTO D. LINA

Commissioner



Bureau of Customs
ALBERTO D. LINA
Commissioner

15-00286

MAY 28 2015

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DELMA O. BANDIOLA
AVP/RO North NCR Cluster B

MARIETTA N. CABUSAO
Head, South Harbor Branch

JOHN PHILLIP P. SEVILLA
Commissioner

ARTURO M. LACHICA, CESO II
Deputy Commissioner

- 2.5. Shall ensure that workstations are in good working conditions.
- 2.6. Shall shoulder the following additional requirements:
 - Extra workstations and licenses after the initial implementation period
 - Re-installation and implementation of HRIS facility
 - Feature customization outside the package, however, any customization voids the privilege of **BOC** in receiving free Government updates/report format. (Full payment for customization is a must before any customization is done and shall always be covered by a specific quotation per requirement)
 - Replacement for crashed hard disk and other hardware failure
 - After sale services/maintenance outside the Payroll System with HRIS package (i.e. Software Maintenance after one year)
- 2.7. Shall request South Harbor Branch for additional requirements which in turn shall be endorsed to the service provider for evaluation and price quotation. **BOC** shall accept/conform the price quotation prior to provision of additional requirements.
- 2.8. Shall pay directly to HRIS Service Provider the cost of additional requirement as stated under 2.7

Section III. LIABILITIES AND WARRANTIES

The parties undertake on best efforts basis to comply with their respective obligations as described in this Agreement so as to deliver the best quality of service for the LBP Payroll System with HRIS Facility.

Each of the parties shall be solely liable for the proper execution of their respective duties and responsibilities enumerated in Section II, hereof.

The parties ensure and bear the sole responsibility, that no provision under this Agreement contravene the rights of any third party with whom any of the parties may have contractual obligation/s and any applicable Philippine law or regulation.

Section IV. CONFIDENTIALITY

uring the term of this Agreement, and all times thereafter, **LANDBANK** and **BOC** undertake not to divulge to any third party any information regarding any operations, practices, specifications, account balances and transactions, personnel data of clients, and activities of each contracting party.

Section V. NON-LIABILITY

Section VII. EFFECTIVITY

This Agreement shall take effect upon signing of this Memorandum of Agreement and shall remain in full force and effect for a period of FIVE (5) year/s unless sooner revoked/terminated by either party fifteen (15) days after receipt by the other party of the written notice of revocation or termination. After the expiration of the original period without it being sooner revoked, this Agreement shall be deemed renewed automatically from year to year under the same terms and conditions. Provisions of this Agreement shall be subject to applicable laws of the Philippines, rules and regulations of the Bangko Sentral ng Pilipinas, Bankers Association of the Philippines and Anti-Money Laundering Council as well as those that may be promulgated hereafter.

IN WITNESS WHEREOF, the parties hereto set their hands on these presents this _____ day of _____ at _____.

BUREAU OF CUSTOMS

LAND BANK OF THE PHILIPPINES

By :

By :


JOHN PHILLIP P. SEVILLA
Commissioner


MARIETTA N. CABUSAO
Department Manager/Branch Head

SIGNED IN THE PRESENCE OF:


ARTURO M. LACHICA, CESO II
Deputy Commissioner


DELMA O. BANDIOLA
AVP/Relationship Officer, North NCR Cluster B

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ANNEX "A"

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DELMA O. BANDIOLA
AVP/RO, North NCR Cluster B

Hardware and Software features

Timekeeping Device (hardware and software)

➤ Two (2) Biometrics Devices

- Composite algorithm system with high speed operating
- Embedded LINUX system, easy to integrate into various system
- Standalone or network environment
- Embedded multi-language interface
- More function keys available
- 24 hours continuous operation available
- Saves data during power outage
- Time & Attendance
- 30,000 Users Capacity
- 250,000 Log Capacity
- USB Drive for Downloading
- Built-in Web Server for Remote Downloading
- Built-in ID reader

➤ One (1) Kiosk Terminal

- Freestanding public transaction terminal
- Choice of touch monitor, iPOS-PC, keyboard, card/barcode reader, biometric reader, receipt printer for attendance monitoring and more
- Easy-to-use system management and administration
- Customizable reporting
- Can be used as an information kiosk since important announcements, employee information and more that can be displayed on the screen

Human Resource Information System (HRIS)

- ✓ A complete payroll, PMIS and timekeeping solution in one package

HRIS MODULES

1) PMIS -Personnel Management Information System

- Continuity of Tenure
- Generates Vacation & Sick Leave Credits on a daily or monthly basis
- Maintains an accurate record of leave credits
- Fast and accurate processing of pertinent employee records like service records

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MARIETTA N. CABUSAO
Head, South Harbor Branch

Handwritten signature
JOHN PHILLIP P. SEVILLA
Commissioner

Handwritten signature
ARTURO M. LACHICA, CESO II
Deputy Commissioner

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- Can process regular and special payroll
- Can handle multiple/unlimited allowances
- Scheduled Recurring Entries
- Process 13th Month Pay and tax Adjustment upon resignation/separation of employees or during year-end
- Loan File Maintenance
- Special Bank Receipt (SBR) File
- Commutable or non-commutable payment of Maternity Leave benefit

[Signature]
 DELMA O. BANDIOLA
 AVP/RO, North NCR Cluster B

4) Other Features

- Built-in Report Designer & Viewer
- Import Payroll Entries
- Custom Timekeeping Setup
- Monthly, Semi-monthly & Weekly Paid Employees
- Customizable Schedule of Statutory Deductions
- Hold Payroll of Selected Employees
- Early Overtime
- Tardiness & Absenteeism Memo
- Flexible Voucher Designer
- Loan File Maintenance
- Formula Based Payroll Account Code
- Flexible Employee Scheduler
- Multi-banks for ATM Payroll

[Signature]
 MARIETTA N. CABUSAO
 Head, South Harbor Branch

5) Reports

- Service Report/Length of Service
- List of Regular Employees
- List of Retire-able Employees
- List of Casual Employees
- Summary of Vacant Positions
- Leave Credit Reports/Leave Card
- Plantilla for Permanent & Non-Permanent Positions
- Summary of Transition Allowance
- Contribution Summary per payroll cut off
- Other Compensation Summary (ACA, RATA, Longevity Pay, PERA, etc.)
- Payroll Register
- Payslip
- Contribution Summary per payroll cut off
- 13th month pay Summary
- Cash & Bank Payroll Listing
- Payroll Account Summary
- Denomination Breakdown for Cash payroll
- ATM Bank Diskette

[Signature]
 JOHN PHILLIP P. SEVILLA
 Commissioner

[Signature]
 ARTURO M. LACHICA, CESO II
 Deputy Commissioner

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- Hazard Pay
- Subsistence Allowance
- Anniversary Bonus
- Loyalty Cash Award

10) Online Features (Optional) **additional cost to be shouldered by the agency**

- Online Leave Application and Approval
- Online Pay slip and Loan Status Inquiry
- Online Loan Application and Approval
- Online Attendance Inquiry

[Signature]
 DELMA O. BANDIOLA
 AVPIRO, North NCR Cluster B

[Signature]
 MARIETTA N. CABUSAO
 Head, South Harbor Branch

[Signature]
 JOHN PHILLIP P. SEVILLA
 Commissioner

[Signature]
 ARTURO M. LACHICA, CESO II
 Deputy Commissioner