



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

MISTG Memo No. **07-2023**
MEMORANDUM

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TO : ALL BOC OFFICIALS AND EMPLOYEES

FROM :  **FATTY. KRIDEN F. BALGOMERA**
OIC - Deputy Commissioner
Management Information System and Technology Group



BOC-07-02014

SUBJECT : REITERATION ON THE USAGE OF MICROSOFT
OUTLOOK AS THE OFFICIAL EMAIL OF THE BUREAU
OF CUSTOMS

DATE : 05 April 2023

The Management Information System and Technology Group (MISTG) would like to reiterate the utilization of **Microsoft Outlook** as the official email address of the Bureau. This is to ensure that all internal and external communications are secured and confidential in compliance with Customs Memorandum Order (CMO) 01-2022 – Bureau of Customs Information Security Policy.

Anent this, all officials and employees are provided with their corresponding email addresses pursuant to CMO 03-2016 with the subject "E-mail Policy of the Bureau of Customs". Thus, the usage of unofficial email for any official communication is strictly prohibited.

For further guidance, you may contact our MISTG Helpdesk at ***mistg-helpdesk@customs.gov.ph*** or call us at **8705-6034**.

For strict compliance.