



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

MISTG Memo No. 11-2023

MASTER COPY  
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## MEMORANDUM

TO : ALL BOC OFFICIALS AND EMPLOYEES

FROM :  **ATTY. KRIDEN F. BALGOMERA**  
D/C-Deputy Commissioner  
Management Information Systems and Technology Group



BOC-07-02053

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

DATE : 14 August 2023

The Management Information Systems and Technology Group (MISTG) would like to reiterate the **MISTG Memo 07-2023** with the subject "**Reiteration on the usage of Microsoft Outlook as the official email of the Bureau of Customs**"

In view of this, all BOC employees are required to regularly keep track of all emails received at their official email addresses. Furthermore, BOC computers, personal computers, and mobile devices can all be configured to use Microsoft Outlook email.

For assistance, you may contact our MISTG Technical Support Team at [mistg-tms-smd@customs.gov.ph](mailto:mistg-tms-smd@customs.gov.ph) or the MISTG Site Manager at your respective port.

For strict compliance.