



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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OCOM Memo No. 77 - 2023

A modernized and credible customs administration that upholds good governance and is among the world's best

MEMORANDUM

TO : ALL GROUPS
ALL COLLECTION DISTRICTS

FROM : BIENVENIDO Y. RUBIO
Commissioner *DEC 14 2023*

SUBJECT : SUBMISSION OF REPORTS ON THE IMPLEMENTATION OF
THE BUREAU OF CUSTOMS COMMUNICATIONS PLAN FOR
C.Y. 2023

DATE : 12 December 2023

In accordance with OCOM Memorandum Order No. 40-2023 and as part of the Bureau of Customs' (BOC) commitment to transparency and accountability, all Groups and Ports are hereby directed to submit their reports on the implementation of the projects and activities under the BOC Communications Plan for Calendar Year 2023.

All reports shall be submitted to the Public Information and Assistance Division (PIAD) via email at piad@customs.gov.ph on or before 05 January 2023. The reports should include a comprehensive overview of the progress made in implementing the various projects and activities outlined in the Communications Plan.

KEY COMPONENTS OF THE REPORT:

1. Implementation Status:

Clearly indicate the current status of each project and activity. Specify whether they have been completed, are ongoing, or are facing any delays.

2. Justification for Non-Completion:

If any project or activity was not completed or achieved as planned, provide a justification for the delay or non-completion. Include relevant factors such as challenges faced, resource constraints, or any unforeseen circumstances.



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3. Impact Assessment:

Evaluate the impact of completed projects and activities on the overall communication goals of the BOC. Highlight any positive outcomes or areas that need improvement.

4. Recommendations:

Suggest any necessary adjustments or improvements to the Communications Plan based on the lessons learned during the implementation.

Your cooperation in providing accurate and thorough reports is crucial for the successful evaluation of the BOC Communications Plan for 2023.

To ensure consistency in the reporting, refer to **ANNEX A** for the template of the Implementation Report.

For any inquiries or clarifications, you may contact Ms. Karen Jean M. Cagadas through email at piad@customs.gov.ph or via mobile/Viber (0956) 521-9527.



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ANNEX "A"

**Communications Plan
IMPLEMENTATION REPORT
C.Y. 2023**

[Name of Port/Group]

Project/Activity	Implementation Status	Justification for Non-Completion	Impact Assessment	Recommendations
1.				
2.				
3.				
4.				
5.				



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