




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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OCOM Memo No. 32-2024
MEMORANDUM

TO : CHIEF, AUCTION AND CARGO DISPOSAL MONITORING DIVISION - AOCG
CHIEF, ACCOUNTING DIVISION
CHIEF, BUDGET DIVISION
CHIEF, PLANNING AND POLICY RESEARCH DIVISION
CHIEF, PUBLIC INFORMATION AND ASSISTANCE DIVISION
CHIEF, GENERAL SERVICES DIVISION
OIC, CASHIER'S OFFICE
ALL OTHERS CONCERNED

FROM :  **BIENVENIDO Y. RUBIO**
Commissioner

SUBJECT : COMPLIANCE AND MONITORING OF TRANSPARENCY AND ACCOUNTABILITY REQUIREMENTS

DATE : 11 June 2024

This has reference to the Commission on Audit (COA) Audit Observation Memorandum (AOM) No. 2024-003 regarding the transparency and accountability requirements of the General Appropriations Act (GAA) for Fiscal Year 2023. It outlines the observations and recommendations on deficiencies found during the audit. To prevent these deficiencies, all concerned offices are advised to adhere to the recommended policies on submission and monitoring of reports.

In view thereof, you are directed to strictly observe the following:

- 1. Submission of Transparency Seal Requirements.** Reports must be submitted based on the list of transparency and accountability requirements as prescribed in hereto attached AOM annexes. Send the report in soft copy to the Public Information and Assistance Division (PIAD) at piad@customs.gov.ph cc. jessil.garlando@customs.gov.ph and geraldvincent.tamayo@customs.gov.ph for posting on the BOC website.
- 2. Deadline for Submission of Report.** Submission of required documents should be done within five (5) days after the signing of the full report.



3. **Designation of Website Administrator.** The Administrative Officer of the PIAD and an alternate website administrator from the Management Information System Technology Group (MISTG) will be responsible for posting all submitted reports on the bureau's website in compliance with the requirements.
4. **Monitoring of Compliance.** The PIAD shall maintain an email/Viber group to oversee compliance of concerned offices and may conduct follow-ups of reportorial requirements. The Chief of PIAD shall report compliance to the Office of the Commissioner copy furnished to the Deputy Commissioner of Internal Administration Group (IAG) following the submission deadline.
5. **Penalties and sanctions.** Failure to comply with the directive of competent authorities may be tantamount to insubordination or neglect and will face sanctions according to Rule 10 Section 46 of the Revised Rules on Administrative Cases in the Civil Service (RRACCS).

For strict compliance.