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BOC-07-02239

MISTG MEMORANDUM
NO. _14 - _ 2024

TO	:	**ALL DISTRICT AND SUB-PORT COLLECTORS** **ALL DEPUTY COLLECTORS** **ALL CHIEFS ASSESSMENT** **ALL OTHERS CONCERNED**
FROM	:	**ATTY. MARLON FRITZ B. BROTO, MNSA** Acting Deputy Commissioner, MISTG, concurrent Director, Technology Management Information Systems
SUBJECT	:	**MANDATORY SUBMISSION OF UPDATED USER INFORMATION FOR E2M SYSTEM ACCESS AND ENHANCED STAT**
DATE	:	14 October 2024

The Bureau of Customs (BOC) is committed to enhancing Sustained Transparency, Accountability, and Traceability (STAT) in all its operations. A critical component of this commitment is ensuring that every personnel accessing the E2M (electronic-to-mobile) Customs System is properly identified and validated.

To achieve this, the Management Information System and Technology Group (MISTG) is implementing a program to strengthen user identification and access control measures. This program involves a mandatory validation of all E2M user data to ensure accuracy and prevent unauthorized access.

This Memorandum directs all concerned officials to submit updated information for every personnel within their respective units/offices/ports who has been granted access to the E2M system. This information will be meticulously validated by MISTG to ensure proper user identification and authorization.

This initiative will contribute to STAT in the following ways:

1. *Enhanced Security*: Accurate and up-to-date user information, coupled with rigorous validation, will strengthen user authentication protocols and prevent unauthorized access to the e2M system.

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2. *Improved Communication:* In case of system issues, security breaches, or other critical events, MISTG can quickly and reliably contact the relevant personnel to ensure timely response and mitigation.

3. *Increased Accountability:* Maintaining a validated record of authorized users and their contact details will strengthen accountability and deter any misuse of the E2M system.

4. *Streamlined Support:* Accurate and validated contact information will facilitate efficient communication between MISTG and e2M users, enabling prompt resolution of technical issues and inquiries.

To facilitate this process, each E2M user must submit a User Access Request Form (UARF) to their respective Site Manager. The UARF must be fully completed and submitted on or before 17 October 2024.

The information provided will be treated with strict confidentiality and used solely to enhance STAT within the E2M system. MISTG will implement appropriate security measures to protect the data from unauthorized access or disclosure.

Failure to submit the required information by the deadline will result in the immediate suspension of E2M system access for the concerned personnel until the information is provided and validated.

For information and compliance.

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