

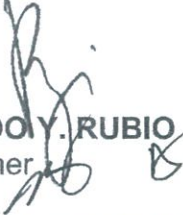


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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

MEMORANDUM

TO : ASSISTANT COMMISSIONER
ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS AND SUPPORT COLLECTORS
ALL BOC PROJECT PROPONENTS AND IMPLEMENTERS
ALL OTHERS CONCERNED

FROM : BIENVENIDO Y. RUBIO
Commissioner 

SUBJECT : SUBMISSION OF CONCEPT NOTES/PROJECT BRIEFS FOR BUDGET PREPARATION FY 2026

DATE : 21 October 2024

In preparation for the Budget Proposal of the Bureau of Customs (BOC) for Fiscal Year (FY) 2026, and to ensure allocation of appropriate resources for implementation of priority programs, activities, and projects (PAPs) of the BOC, all concerned offices are hereby directed to submit Concept Note/Project Brief for all proposed projects for FY 2026.

The Concept Note/Project Brief is a document identifying a prospective project and justifying the need to carry out such. This shall include brief description, objectives, and required budget for the proposed project, among others. *Attached herewith is the template for the BOC Concept Note/Project Brief.*

This shall cover all new or expanded locally funded projects of the BOC. Proposed projects must be aligned and consistent with the mandate, priority programs, and strategic direction of the BOC; directives from the Department of Finance (DOF); national government policies and reform initiatives; and other government-issued policies and programs (e.g., Anti-Red Tape, Gender and Development, Department of Budget and Management, Civil Service Commission, etc.). These projects include, but are not limited to, the following:

- a. Construction, repair, and renovation of infrastructures and facilities;
- b. Procurement of office equipment, machineries, transportation, and other property, plant, and equipment;
- c. Development, design, and/or procurement of Information and Communication Technology;



- d. Conduct of special studies, research, benchmarking, and other similar activities;
- e. Hosting of special local and international events; and
- f. Gender and Development PAPs.

Proponents and implementers of PAPs under the Super Green Lane Fund and Container Security Fund shall also submit their proposed projects.

Further, Concept Notes/Project Briefs from the Central Office or the Collection District must be pre-screened and pre-approved by the respective Assistant Commissioner/Deputy Commissioner or District Collector.

All Concept Notes/Project Briefs must be submitted to the Planning and Policy Research Division through boc_pprd@customs.gov.ph, copy furnished Budget Division at jesus.paulite@customs.gov.ph on or before **30 November 2024**.

For strict compliance.





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BOC Concept Note/Project Brief

This shall cover all new or expanded locally funded projects of the BOC to be proposed for inclusion in the budget proposal for FY 2026. Proposed projects must be aligned and consistent with the mandate, priority programs, and strategic direction of the BOC; directives from the Department of Finance (DOF); national government policies and reform initiatives; and other government-issued policies and programs (e.g., Anti-Red Tape, Gender and Development, Department of Budget and Management, Civil Service Commission, etc.). These projects include but are not limited to the following:

- **Construction, repair, and renovation of infrastructures and facilities;**
- **Procurement of office equipment, machineries, transportation, and other property, plant, and equipment (PPE);**
- **Development, design, and/or procurement of Information and Communication Technology;**
- **Conduct of special studies, research, benchmarking, and other similar activities;**
- **Hosting of special local and international events; and**
- **Gender and Development Programs, Activities, and Projects.**

Please submit to the Planning and Policy Research Division, copy furnished Budget Division. Incomplete submissions will not be considered. Responses must be no less than 11pt font. For FY 2026, Project Proponent must complete the **attached Annex A** to align projects with the BOC Strategy Map and Roadmap 2024-2028.

Proposal/Project Title:	
Fund Category (Select one):	
<input type="checkbox"/> Personal Services (PS) – refers to the provisions for the payment of salaries, wages and other compensation/benefits	
<input type="checkbox"/> Maintenance and Other Operating Expenses (MOOE) – refers to recurring expenses to cover day-to-day requirements of agencies to carry out their regular operations	
<input type="checkbox"/> Capital Outlay (CO) – refers to goods and services of a longer life-expectancy extending beyond the fiscal year and which add to the assets of the Government	
<input type="checkbox"/> Special Account in the General Fund (i.e., Special Green Lane (SGL) Fund, Container Security Fund (CSF))	
Project Proponent: <i>Name, Position, Group/Collection District</i>	
Expected Start Date:	
Expected Completion Date:	
Project Summary:	
<ul style="list-style-type: none"> • What is the issue/gap/need that you will address in your project? • Outline the key things your project will do, in terms of 	



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<p>what, where, when and with whom.</p>	
<p>Project Objective:</p> <ul style="list-style-type: none"> State the overarching objective of the project 	
<p>Total cost of proposal:</p>	<p>Budget Requirement: Php By category (indicate, if possible): <i>Construction/Repair/Renovation: Property, Plant, Equipment (PPE):</i> <i>System/Software: Labor costs: Publication &</i> <i>distribution: Hosting: Others (specify):</i></p>
<p>List all project outputs: <i>(e.g., construction of office building, procurement of IT equipment, hosting of an international event, etc.)</i></p>	<p><i>Project Proponents are encouraged to specify expected project outputs.</i></p> <ol style="list-style-type: none"> 1. 2. 3.

- 1. Relevance – Alignment to Relevant Strategy Map, Roadmaps, Policies, and Priority Programs:** Describe specific BOC priorities, goals, strategies and/ or statements; directives from the Department of Finance (DOF); national government policies and reform initiatives; and other government-issued policies and programs that the project supports and explain how the project will contribute to their achievement.
- 2. Target Beneficiaries:** Identify individuals or offices that will benefit from this project (e.g., participants, end-users, policy makers, researchers/ analysts, gender).
- 3. Methodology:** How do you plan to implement the project? Briefly address the following:
 - Workplan:** Outline the project from start to end. Show key project outputs and activities and associated dates or timelines.
 - Stakeholders:** Information on other internal and external stakeholders and how they will be engaged.



OCOM Memo No. 57-2024 p. 5

Prepared by:

Project Proponent Information

Name and Signature:

Position/Designation:

Office:

Contact No.:

E-mail Address:

Pre-Approved by:

**Deputy/Assistant Commissioner or
District Collector:**

Group or Collection District:



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Annex A: Bureau of Customs Strategy Map and Roadmap 2024 – 2028

BOC projects must align with the **BOC Strategy Map and Roadmaps 2024 – 2028**. The table below lists all the **Key Results Areas (KRA) under the Core Processes and Support Measures**. Using the radio buttons in the left-hand columns, please select one Primary KRA your project most closely aligns with. You may also select one (optional) Secondary KRA from the same or a different Core Process or Support Measure, if applicable.

SELECT below:

1 Primary KRA <input checked="" type="radio"/>	1 (optional) Secondary KRA <input type="radio"/>	Table of Core Processes and Support Measures and their Respective KRAs (Please refer to the approved BOC Strategy Map and Roadmaps 2024-2028 for the full list of the deliverables under each KRA)												
<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	CORE PROCESS - PRE-ARRIVAL ROADMAP <i>Objective: Secure advance information on importation and passengers by optimizing the use of ICT, enhancing intelligence gathering and coordination with other agencies.</i> <table border="1" data-bbox="295 824 1468 999"> <tr> <td data-bbox="295 824 343 880">1</td> <td data-bbox="343 824 1468 880">Accreditation</td> </tr> <tr> <td data-bbox="295 880 343 936">2</td> <td data-bbox="343 880 1468 936">Risk Management</td> </tr> <tr> <td data-bbox="295 936 343 999">3</td> <td data-bbox="343 936 1468 999">Pre-Clearance</td> </tr> </table>	1	Accreditation	2	Risk Management	3	Pre-Clearance						
1	Accreditation													
2	Risk Management													
3	Pre-Clearance													
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	CORE PROCESS – ASSESSMENT ROADMAP <i>Objective: Ensure proper examination of import documents and goods, application of proper valuation method, rules of classification, rules of origin and correct computation of duties and taxes by integrating the entire assessment process into the CPS.</i> <table border="1" data-bbox="295 1167 1468 1514"> <tr> <td data-bbox="295 1167 343 1223">1</td> <td data-bbox="343 1167 1468 1223">Rules on Specific Description of Goods</td> </tr> <tr> <td data-bbox="295 1223 343 1279">2</td> <td data-bbox="343 1223 1468 1279">Examination and Inspection</td> </tr> <tr> <td data-bbox="295 1279 343 1335">3</td> <td data-bbox="343 1279 1468 1335">Enhanced Value Reference Information System (EVRIS)</td> </tr> <tr> <td data-bbox="295 1335 343 1391">4</td> <td data-bbox="343 1335 1468 1391">Proper Classification</td> </tr> <tr> <td data-bbox="295 1391 343 1447">5</td> <td data-bbox="343 1391 1468 1447">Customs Tariff Classification</td> </tr> <tr> <td data-bbox="295 1447 343 1514">6</td> <td data-bbox="343 1447 1468 1514">Application of Rules of Origin</td> </tr> </table>	1	Rules on Specific Description of Goods	2	Examination and Inspection	3	Enhanced Value Reference Information System (EVRIS)	4	Proper Classification	5	Customs Tariff Classification	6	Application of Rules of Origin
1	Rules on Specific Description of Goods													
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4	Proper Classification													
5	Customs Tariff Classification													
6	Application of Rules of Origin													
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	CORE PROCESS - CLEARANCE AND PAYMENT ROADMAP <i>Objective: Ensure streamlined and expeditious clearance of goods and passengers and secured payment of lawful duties and taxes through the full implementation of automated systems.</i> <table border="1" data-bbox="295 1671 1468 1901"> <tr> <td data-bbox="295 1671 343 1727">1</td> <td data-bbox="343 1671 1468 1727">Enhanced Automated Payment System</td> </tr> <tr> <td data-bbox="295 1727 343 1783">2</td> <td data-bbox="343 1727 1468 1783">Policy Support</td> </tr> <tr> <td data-bbox="295 1783 343 1839">3</td> <td data-bbox="343 1783 1468 1839">Treasury Management</td> </tr> <tr> <td data-bbox="295 1839 343 1901">4</td> <td data-bbox="343 1839 1468 1901">Formal</td> </tr> </table>	1	Enhanced Automated Payment System	2	Policy Support	3	Treasury Management	4	Formal				
1	Enhanced Automated Payment System													
2	Policy Support													
3	Treasury Management													
4	Formal													

<input type="checkbox"/>	<input type="checkbox"/>	5 Informal
<input type="checkbox"/>	<input type="checkbox"/>	6 Postal
<input type="checkbox"/>	<input type="checkbox"/>	7 Express Shipment
<input type="checkbox"/>	<input type="checkbox"/>	8 Passenger and Baggage
<input type="checkbox"/>	<input type="checkbox"/>	9 Export
<input type="checkbox"/>	<input type="checkbox"/>	10 Warehousing
		CORE PROCESS – SUPERVISION AND CONTROL OVER THE MOVEMENT OF VESSELS, AIRCRAFTS AND GOODS ROADMAP
		<i>Objective: Prevent customs fraud by enhancing supervision and control over the movement of vessels, aircrafts and goods and digitalizing processes.</i>
<input type="checkbox"/>	<input type="checkbox"/>	1 Manifest System
<input type="checkbox"/>	<input type="checkbox"/>	2 Vessel and Aircraft Supervision
<input type="checkbox"/>	<input type="checkbox"/>	3 Supervision and monitoring of containers and goods
<input type="checkbox"/>	<input type="checkbox"/>	4 Transit
<input type="checkbox"/>	<input type="checkbox"/>	5 Customs Bonded Warehouses (CBWs)
		CORE PROCESS – POST-CLEARANCE AUDIT ROADMAP
		<i>Objective: Ensure compliance, detection of fraud and revenue leakages by strengthening the post-clearance audit process.</i>
<input type="checkbox"/>	<input type="checkbox"/>	1 Audit Systems
<input type="checkbox"/>	<input type="checkbox"/>	2 Liquidation and Billing Division (LBD)
<input type="checkbox"/>	<input type="checkbox"/>	3 Post Clearance Audit (ASEAN SPCD)
		CORE PROCESS – TRADE FACILITATION ROADMAP
		<i>Objective: Reduce trade costs by simplifying and harmonizing customs procedures and implementing enhanced infrastructures and ICT Systems and by inter-agency cooperation.</i>
<input type="checkbox"/>	<input type="checkbox"/>	1 Ease of Doing Business
<input type="checkbox"/>	<input type="checkbox"/>	2 Authorized Economic Operators Program
<input type="checkbox"/>	<input type="checkbox"/>	3 Trade Facilitation Agreement
<input type="checkbox"/>	<input type="checkbox"/>	4 Partnership with Business and the Trading Community
<input type="checkbox"/>	<input type="checkbox"/>	5 SAFE Framework
		CORE PROCESS – BORDER CONTROL ROADMAP
		<i>Objective: Prevent the entry of goods inimical to national security, society, environment, public health and safety, and secure customs premises and government resources by utilizing advanced technology.</i>
<input type="checkbox"/>	<input type="checkbox"/>	1 Surveillance Capability

<input type="checkbox"/>	<input type="checkbox"/>	2 Security Support Installation/ Equipment
<input type="checkbox"/>	<input type="checkbox"/>	3 Anti-Money Laundering
<input type="checkbox"/>	<input type="checkbox"/>	4 Service of WSD and Implementation LOA and Mission order
		CORE PROCESS – ENFORCEMENT AND PROSECUTION ROADMAP
		<i>Objective: Prevent and suppress smuggling and other customs fraud through advance intelligence information and more aggressive prosecution of smuggling cases.</i>
<input type="checkbox"/>	<input type="checkbox"/>	1 Service of WSD and Implementation LOA and Mission Order
<input type="checkbox"/>	<input type="checkbox"/>	2 Case Management System (CMS)
		SUPPORT MEASURES – ORGANIZATIONAL DEVELOPMENT ROADMAP
		<i>Objective: Improve delivery of public services and overall performance by institutionalizing meritocracy and professionalism and reengineering the organizational structure.</i>
<input type="checkbox"/>	<input type="checkbox"/>	1 Human Resource Management and Development
<input type="checkbox"/>	<input type="checkbox"/>	2 Learning and Development
<input type="checkbox"/>	<input type="checkbox"/>	3 Performance Management
<input type="checkbox"/>	<input type="checkbox"/>	4 Employee Morale and Welfare
<input type="checkbox"/>	<input type="checkbox"/>	5 Automation
		SUPPORT MEASURES – INTEGRITY DEVELOPMENT AND ACCOUNTABILITY ROADMAP
		<i>Objective: Improve delivery of public services and overall performance by institutionalizing meritocracy and professionalism and reengineering the organizational structure.</i>
<input type="checkbox"/>	<input type="checkbox"/>	1 Reform and Modernization
<input type="checkbox"/>	<input type="checkbox"/>	2 Transparency and Accountability
<input type="checkbox"/>	<input type="checkbox"/>	3 Audit and Investigation
<input type="checkbox"/>	<input type="checkbox"/>	4 Code of Conduct
<input type="checkbox"/>	<input type="checkbox"/>	5 Morale and Organizational Culture
<input type="checkbox"/>	<input type="checkbox"/>	6 Stakeholders Engagement
		SUPPORT MEASURES – INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT AND DEVELOPMENT ROADMAP
		<i>Objective: Improve efficiency and effectiveness in the exercise of customs functions through full automation of all major customs processes.</i>
<input type="checkbox"/>	<input type="checkbox"/>	1 Policy Support
<input type="checkbox"/>	<input type="checkbox"/>	3 System Maintenance and Management
<input type="checkbox"/>	<input type="checkbox"/>	4 Auction

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>SUPPORT MEASURES – FINANCIAL AND LOGISTICS MANAGEMENT ROADMAP <i>Objective: Support and sustain strategic direction by optimizing the use of financial resources for timely delivery of logistics.</i></p> <p>1 Budget and Forecasting</p> <p>2 Accounting and Disbursement</p> <p>3 Asset Management</p> <p>4 Contract Management</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>SUPPORT MEASURES – LEGAL FRAMEWORK AND POLICY DEVELOPMENT ROADMAP <i>Objective: Develop a legal framework aligned with global standards through research, consultation, and participation in international fora.</i></p> <p>1 Advance Passenger Information / Passenger Name Records (APIS/PNR)</p> <p>2 Customs Convention on Containers</p> <p>3 ATA CARNET</p> <p>4 FTA/MOA</p>