



MISTG Memo No. 2-2025

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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MEMORANDUM



BOC-07-02303

FOR : THE COMMISSIONER OF CUSTOMS
THE ASSISTANT COMMISSIONER
THE DEPUTY COMMISSIONERS
THE SERVICE DIRECTORS
THE DISTRICT AND SUPPORT COLLECTORS
THE DIVISION CHIEFS
ALL OTHERS CONCERNED

FROM : 
RONNEL B. HOMBRE
Acting Deputy Commissioner
Management Information Systems and Technology Group

SUBJECT : REQUEST AND SUBMISSION OF ICT-RELATED
PROJECT PROPOSALS FOR CY 2025-2026

DATE : 14 January 2025

In furtherance of the Bureau's commitment to achieving the full digitalization of customs processes, and in accordance with **OCOM Memorandum No. 57-2024**, dated 21 October 2024, which directs the concerned offices to submit concept notes and project briefs for budget preparation for FY 2026, the Management Information Systems and Technology Group ("MISTG") formally **requests your esteemed office to identify, prepare, and submit ICT-related project proposals for Calendar Years 2025-2026**. These proposals may include **system enhancements or hardware acquisitions** that are essential to the operations and objectives of your respective groups/offices/units.

This dual request—both for your **identification of key ICT needs and for the timely submission of detailed proposals**—is integral to the amendment of the Bureau's Information Systems Strategic Plan ("ISSP") and will guide the prioritization of budgetary allocations for the upcoming fiscal years. To ensure the timely completion of this initiative, **all requests and proposals must be submitted no later than 28 JANUARY 2025**.

Should you require any clarifications or further assistance, please do not hesitate to contact **Mr. Raymond Reniva** via Viber at **0992-735-7472** or through email at raymond.reniva@customs.gov.ph. Your immediate attention and compliance are highly valued as we work together to advance the Bureau's digital transformation objectives.

For strict compliance.



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | www.customs.gov.ph | boc.cares@customs.gov.ph