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MISTG Memo No. 3-2025

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**



BOC-07-02302

**FOR :** 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 :** PROPER NOMENCLATURE FOR THE MANAGEMENT  
INFORMATION SYSTEMS AND TECHNOLOGY GROUP  
AND ITS OFFICES/UNITS

**DATE :** 14 January 2025

The Bureau of Customs takes pride in upholding its core values of **Professionalism, Excellence, Integrity, and Accountability** as guiding principles in all its operations and communications. In line with these values and pursuant to **Executive Order ("EO") No. 463, Series of 1998**, this Office wishes to highlight the importance of consistency in the use of the official designations of certain units within the Bureau.

1. As stated in Section 1<sup>1</sup> of EO No. 463, S. 1998, the **Management Information Systems and Technology Group** ("MISTG") was formally established as a new office in the Bureau of Customs, tasked with overseeing the Bureau's information systems and technology infrastructure. The name itself reflects the comprehensive scope of its mandate, as the term "**Systems**" emphasizes its multifaceted nature.

<sup>1</sup> Section 1 of E.O. No. 463, S. 1998, provides, viz:

"A new office in the Bureau of Customs is hereby created and shall be known as the Management Information Systems and Technology Group (hereinafter referred to as MISTG for brevity)."



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2. It has come to this Office's attention that some communications, documents, and memoranda have varied in their reference to the MISTG, omitting the plural "**S**" in "**Systems**" in certain instances.
3. In addition to MISTG, the inclusion of "**Systems**" in the official designations of the **Planning and Systems Development Service ("PSDS")** and the **Systems Management Division ("SMD")** under the **Technology Management Service ("TMS")** accurately reflects the breadth and complexity of the functions these offices/units perform. The plural "**Systems**" in **PSDS** highlights its expansive role in the development and management of multiple systems, while the "**Systems**" in **SMD** underscores the comprehensive scope of the division's responsibilities in managing various technological systems. Omitting the plural would fail to capture the full scope of these units' mandates.
4. While this may seem minor, consistent use of official designations is essential for maintaining precision and professionalism in the Bureau's records and correspondences.
5. This memorandum serves to affirm the official nomenclature as outlined in the enabling Executive Order. The **Management Information Systems and Technology Group**, including its offices/units such as the **Planning and Systems Development Service** and the **Systems Management Division under the Technology Management Service**, are integral to the Bureau's structure, and their proper designations reflect the professionalism and rigor that define our work.
6. This acknowledgment of nomenclature ensures that communications within the Bureau and with external stakeholders remain aligned with our commitment to accuracy, clarity, and excellence.

For your information and reference.

Copy furnished:

*Office of the Commissioner of Customs*

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