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MISTG Memo No. 04-2025


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

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

THRU : ADMINISTRATIVE UNIT OF ALL GROUPS

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

SUBJECT : USER ACCESS REVIEW OF THE E2M CUSTOMS
SYSTEM FOR THE 4th QUARTER OF 2024

DATE : 17 January 2025

The safeguarding of the Bureau's electronic systems and data is of **paramount importance** to ensure the inviolability of its operations and protection against unauthorized access or misuse. The Bureau is **duty-bound** to implement stringent measures that fortify access controls and maintain the integrity of its critical information systems.¹ To uphold this mandate, **MISTG Memorandum No. 14 – 2024, dated 14 October 2024**,² directs all concerned customs officers to submit detailed and updated information on personnel granted access to the E2M system, ensuring that only legitimate and authorized users are retained. This information will undergo thorough validation by this Office to confirm the propriety of user access and protect the system's integrity.

In furtherance of this directive, this Office is hereby undertaking a **comprehensive quarterly review of user access to the E2M Customs System**, aimed at thoroughly verifying and validating the credentials of all customs officials/officers granted access. Such a review is imperative not only to ensure that only those with legitimate roles and responsibilities are granted access, but also to preserve the **security, confidentiality, and integrity** of the Bureau's operational framework. The necessity of this review is underscored by the critical role the E2M

¹ Customs Memorandum Order No. 15 – 2018, entitled "E2M User Access Policy."

² Mandatory Submission of Updated User Information for E2M System Access and Enhanced Stat.



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System plays in the efficient and secure functioning of customs operations across all ports and offices.

Your good Offices are hereby directed to **undertake** the following actions:

1. **REVIEW AND VALIDATE:** Compile a **comprehensive list of personnel** within your **respective offices, units, or ports** who currently have access to the E2M System. **Review the designation and access rights of each individual to determine whether the access granted aligns with their official roles and responsibilities.** Additionally, **confirm** if the officers are still part of your current workforce.
2. **SUBMIT CONFIRMATION:** Submit the **validated and updated list** on or before **31 JANUARY 2025 (Friday)**. Your submission must indicate whether the listed personnel's access is to be retained, modified, or revoked.

The Offices of the **Assistant Commissioner, Deputy Commissioners, Service Directors, District and Support Collectors, and Division Chiefs**, through the **Administrative Division** of each respective group, shall oversee the process to ensure its prompt and thorough completion

For any clarifications, you may coordinate directly with **Ms. Camille Briones** via email at Camille.Briones@customs.gov.ph.

This Office, under the leadership of the **Commissioner**, will **always** be in pursuit of **enhanced security and integrity** within the Bureau's E2M System.

For strict compliance.



Sample Format

Name	Position	Designation	Division	Access Type	Recommendation