

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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BOC-07-01590

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MEMORANDUM

TO : THE ASSISTANT COMMISSIONER
THE DEPUTY COMMISSIONERS
THE SERVICE DIRECTORS
THE DISTRICT AND SUBPORT 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 VIRTUAL PRIVATE NETWORK ACCOUNTS

DATE : 21 January 2025

The Bureau of Customs (hereinafter referred to as the "*Bureau*") remains committed in safeguarding its information infrastructure to ensure the integrity, confidentiality, and inviolability of its operations. Protecting against unauthorized access to critical systems is a matter of utmost priority. This is to ensure that only legitimate, active, and duly authorized users are retained, in alignment with their official duties and responsibilities. To this end, it is imperative that stringent measures are consistently implemented to regulate and monitor access to the Bureau's Virtual Private Network ("VPN").

In compliance with the foregoing, this Office shall conduct a **COMPREHENSIVE REVIEW AND VALIDATION of VPN user account..** This review is critical in maintaining the security and operational efficiency of the Bureau's network by ensuring that access is limited exclusively to personnel with legitimate roles and responsibilities.

Accordingly, all Offices are directed to undertake the following measures::

1. **IDENTIFY AND VALIDATE:** Compile a detailed and updated list of personnel in your respective offices, units, or ports who currently hold VPN access. Validate the necessity of their access based on their official roles and responsibilities.



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2. **SUBMIT UPDATED RECORDS:** Submit the validated list on or before **3 FEBRUARY 2025 (MONDAY)**, clearly indicating whether the access of each individual is to be retained, modified, or revoked. Submissions must be accurate, complete, and in compliance with this directive.

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.

This Office is currently testing a new system designed to further secure and restrict VPN access. Hence, the **mandatory submission of reports and adherence to protocols shall be strictly enforced**. Kindly note that VPN usage is strongly discouraged as face-to-face reporting within your respective Offices is required, except under exceptional circumstances.

For any clarifications, you may coordinate directly with **Mr. Jonathan T. Soriano**, Chief, Systems Management Division via email at Jonathan.Soriano@customs.gov.ph and/or Jamie D. Castro, Technical Support Staff, Office of the Deputy Commissioner, via email at ea.castroj@customs.gov.ph or 09177921126.

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.

Copy furnished:

Office of the Commissioner

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