

[BOC CUSTOMS MEMORANDUM ORDER NO. 20-2009, March 24, 2009]

**GUIDELINES IN THE ALLOCATION OF REVENUE COLLECTION
TARGET AND SUBMISSION OF FINANCIAL REPORTS**

SECTION 1. Objectives -

1.1 To provide a framework for rationally allocating revenue targets at all levels in the Bureau of Customs;

1.2 To prescribe the duties and responsibilities of units, officials and employees pertaining to allocation of revenue collection targets

SECTION 2. Allocation of Revenue Collection Targets

2.1 The allocation of revenue collection target shall be based on a system that is rational, replicable, transparent and fair, and must mitigate any potential perverse incentives against good performance and integrity among officials and employees. A rational revenue collection target allocation recognizes the following principles:

- a. BOC revenues are determined by exogenous factors as well as efforts;
- b. Exogenous factors may not remain constant during the year; and
- c. Rational targets require quality verifiable information.

2.2 The allocation of revenue collection target within the Bureau shall be done at three (3) levels as follows.

2.1.a Across Collection Districts which shall be allocated by the Commissioner of Customs.

2.1.b Across Divisions, Supports, Sections and other component units under each of the Collection District which shall be allocated by the concerned District Collector of Customs.

2.1.c Across individual attributable personnel which shall be allocated by the concerned Division Chief, Port Collector, Section Chief or Head of component units.

2.3 The statistical procedure to be used in determining the collection target per district shall involve the use of verifiable data to determine the relative contribution of these exogenous variables to the percentage change in collection per District/Office of the Commissioner. Collection shall include duties, VAT, excise taxes and other revenues. The exogenous variables, shall include but may not be limited to the following:

2.3.1 Import Values

2.3.2 Import Volumes