



TRADE RELATED TECHNICAL ASSISTANCE PROJECT 2

BRIEF ACTIVITY REPORT

Activity Title:	BOC Position Description Writing
Component:	Trade Facilitation
Activity Number:	3.8.1.1
Date:	10 February 2010
Partner Agency:	Bureau of Customs



TRTA Competency Development Expert, **Ma. Diana Mascardo-Cuna** (standing) explains to the BOC participants how to write the position description in relation to required competency. The writeshop on BOC position description writing is first of the three-part series in TRTA2's complementing technical assistance to BOC on competency development and capacity-building programme.



Corazon Azana (hands clasped), BOC director for administration and head of the Technical Working Group for Strategic Plan and Change Management, appreciates the discussion among the BOC officials and staff during the drafting of the position descriptions (PD) for numerous positions "from the commissioner down to the utility worker". Azana cites that the competency development is part of the *Integrity Action Plan* of the bureau to prepare its human resources meet work standards and good practices in modernized customs administration.

Outcome:	Drafted position descriptions for 163 posts
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Objective:	To translate the competency requirements specified in the competency grid at the function level for each BOC group into position level and draft corresponding position descriptions
Core Subject:	Position Description
Methodology:	<ul style="list-style-type: none"> Lecture/plenary presentation Group work (by functional grouping)
Number of Participants and Profile:	51: Division Chiefs, officers and staff from various BOC groups AOCG (Assessment and Options Coordination Group), MISTG (Management Information Systems and Technology Group), IAG (Internal Administration Group), PEAG (Post Entry Audit Group), RCMG (Revenue Collection Monitoring Group), Intelligence Group, Enforcement Group
Trainer:	Ma. Diana M. Cuna (Short-term expert on competency development)

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