



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA
BOX NO. 443
ZIP CODE NO. 1099

AUG 05 1996

CUSTOMS MEMORANDUM ORDER
NO. 24-96

T O : All Service Chiefs,
Collector of Customs,
Division Chiefs and
Other Concerned

SUBJECT : Effective Management of the
Automated Customs Operations
System (ACOS) Reference Database
X- - - - -X

I. OBJECTIVES:

A. General

To insure the immediate and regular updating of the Automated Customs Operations System (ACOS) Reference Database and the Proper Dessimination of Relevant Information to Non-Computerized Ports.

B. Specific

1. To secure as soon as available copies of all information corresponding to certain data files that have impact on the Bureau's ACOS Reference Database.
2. To clearly define responsibilities for the timely acquisition, analysis, updating and dissemination of such informations.
3. To provide for a mechanism for periodically updating, assessing and reviewing the Bureau's ACOS Reference Databases.

II. ADMINISTRATIVE PROVISIONS:

A. ACOS Reference Database Standing Committee (ARDSC)

There is hereby created a ARDSC charged with the responsibility for achieving the objectives of this Order. It shall be composed of the following:

1. The Chief, Assessment Coordination and Monitoring Division (ACMD) - Chairman
2. Representative of the Customs Legal Service (CLS) - member

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3. Representative of the Customs Intelligence and Investigation Service (CIIS) - member
 4. Representative of the Financial Service (FS) - member
 5. Representative of the Port Operations Service (POS) - member
 6. Representative of the Warehousing Service - member
 7. The Chief, Central Records Management Division (CRMD) - member
 8. The Chief, Administrative Office (AO) - member
- B. ACOS Reference Database Technical Group (ARDTG)

There is also hereby created a ACOS Reference Database Technical Group (ARDTG) to handle the the computer aspect for updating certain data file of the Bureau's ACOS Reference Table. It shall be composed of the following:

1. Reference Data Team (RDT)
2. Quality Assurance Team (QAT)

C. Duties and Responsibilities (ARDSC)

1. The Chairman, Chief ACMD
 - 1.1 To be responsible for the drafting of the updating recommendations on the ACOS Reference database for approval by the Commissioner of Customs.
 - 1.2 To insure, as Chairman of the ARDSC, that all members of the ARDSC and the ARDTG regularly perform their functions as defined under this Order.
 - 1.3 To submit a monthly report to the Commissioner of Customs on the activities of the ARDSC and ARDTG, which report shall contain a best knowledge certification that the ACOS Reference Database is updated as of the date of the report and that the said information is timely circularized to all concerned (see Annex "1" hereof for copy of format).

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- 1.4 To be the over-all coordinator in the sourcing, analysing, updating and dissemination of the ACOS Reference Database.
2. Customs Legal Service (CLS)
 - 2.1 To be the adviser of the ARDSC on Legal matters.
3. Customs Intelligence and Investigation Service (CIIS)
 - 3.1 To insure that the BOC has an updated list of all registered importers/brokers with legal personalities as attested by the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) and the Professional Regulations Commission (PRC) as the case maybe.
 - 3.2 To insure that the BOC has an updated verified list of the BIR Tax Identification Number (TIN) of all the aforesaid importers/brokers.
4. Financial Service (FS)
 - 4.1 To insure that the BOC has the latest copy of the list of exchange rates to peso value as certified by the Bangko Central ng Pilipinas (BSP)
 - 4.2 To insure that the BOC has the latest list of all Accredited Banks and their branches as per information provided by the banks themselves and confirmed by the Bankers Association of the Philippines (BAP), the Bangko Sentral Ng Pilipinas (BSP) and the Department of Finance (DOF).
 - 4.3 To insure that the BOC has the latest list of all internationally agreed standard currency codes as confirmed by the United Nations.
 - 4.4 To insure that the BOC has the latest list of all agreed terms of payment codes as certified by the Bank, BAP, BSP and the DOF.
 - 4.5 List of internationally agreed standard terms of delivery.

5. Port Operations Service (POS) *CMO-24-96*
- 5.1 To insure that the BOC has the latest list of all internationally agreed standard country codes as sourced from and confirmed by the United Nations.
 - 5.2 To insure that the BOC has the latest List of all internationally agreed standard Packing Codes as sourced from and confined by the United Nations.
6. Warehousing Service
- 6.1 To insure that the BOC has the latest list of all accredited warehouses.
7. Central Records Management Division (CRMD)
- 7.1 To receive and record all informations including all papers/documents attached thereto, that the other members of the ARDSC may provide relative to these assigned task.
 - 7.2 To insure that the said informations and accompanying papers/documents are properly disseminated to all concerned, especially the Chief, ACMD who shall convene the ARDSC if necessary.
8. Administrative Office (AO)
- 8.1 To insure that the BOC has the latest list of Ports with BOC presence.
- D. Duties and Responsibilities (ARDTG)
- 1. RDT
 - 1.1 To be primarily responsible for encoding/loading/testing the updating recommendations as prepared by the Chief, ACMD and approved by the Commissioner of Customs.
 - 2. QAT
 - 2.1 To insure that the encoded updates as prepared by the RDT are in compliance with the authorization given.

III. OPERATIONAL PROVISIONS

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A. SOURCING (See Annex A hereof for the procedure flow chart)

1. All informations corresponding to the ACOS Reference Database are to be provided by the members of the ARDSC mentioned in IIC Nos. 3 to 9 hereof.

1.1 The Chief CRMD shall coordinate with the concerned members of the ARDSC for the purpose of securing the information/data duly assigned them.

1.2 The CRMD Chief, shall, upon receipt of the aforesaid information/data record the same in a logbook and shall send copies thereof to the Chairman of the ARDSC.

B. ANALYSIS (See Annex B for the procedure flow chart)

1. Upon receipt of the information/data, the chairman of the ARDSC shall convene the same and shall study its legal as well as operational ramifications if any.

2. The Customs Legal Service representative shall render his legal opinion on the legal issues involved and shall advise the ARDSC accordingly.

3. The member/s of the ARDSC which provided the information/data shall advise the ARDSC on the operational issues involved and provide all other informations that may be requested on the matter.

4. Thereafter, the Chief, ACMD as chairman of the ARDSC shall accomplish the following:

4.1 Prepare preliminary ACOS Reference Database recommendation/s to the RDT for update.

4.2 Draw up plan for training of concerned offices/users if necessary.

5. The RDT shall interpret the aforesaid recommendations in relations to computer update and shall estimate the effort necessary for the update.

6. The RDT shall thereafter prepare its report on the matter to the Chairman ARDSC who shall then prepare its final updating recommendation.

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C. AUTHORIZATION (See Annex C hereof for the procedure flow chart)

1. The Chairman, ARDSC shall submit its final updating recommendation to the Commissioner of Customs for his consideration.
2. If the Commissioner of Customs favorably considers the updating recommendations of the ARDSC, he shall forward the same to the RDT for proofreading, otherwise, it shall be returned to the ARDSC with the proper instruction on the matter.

D. UPDATE (See Annex D hereof for the procedure flow chart)

1. After proofreading the updates as recommended by the ARDSC and authorized by the Commissioner of Customs, the RDT shall encode and test the information to be updated.
2. After encoding and testing the information, the RDT shall forward the matter to QAT, which shall then verify the update recommendation against the authorization in the ACOS Reference Database.

2.1 Once cleared by the QAT, the RDT shall:

- 1) put on-line the information to all computerized ports.
- 2) inform the Chief, ARSDC of the same and instruct the Chief, CRMD to disseminate the information to all concerned.

E. MONITORING (See Annex E for the procedure flow chart)

1. The ARDSC members shall prepare monthly report for submission to the Chairman, ARDSC (see Annex "2" hereof for copy of format).
2. The ARDSC Chairman shall receive and review the monthly performance reports in order to monitor the status, progress and implementation of the particular Database update as well as to form the monthly report to be submitted to the Commissioner of Customs.

3. A monthly meeting of ARDSC shall be held for better Coordination of the required activities, proper implementation of this Order, as well as for devising a more effective Database to insure that the particular Database update is not only timely disseminated but also properly received by all concerned for use in the operations and for audit purposes.

IV. REPEALING CLAUSE

All Customs Memorandum Orders, Memorandum or other orders inconsistent with this order are hereby amended or repealed accordingly.

V. EFFECTIVITY

This Order shall take effect immediately..


GUILLERMO L. PARAYNO, JR.
Commissioner

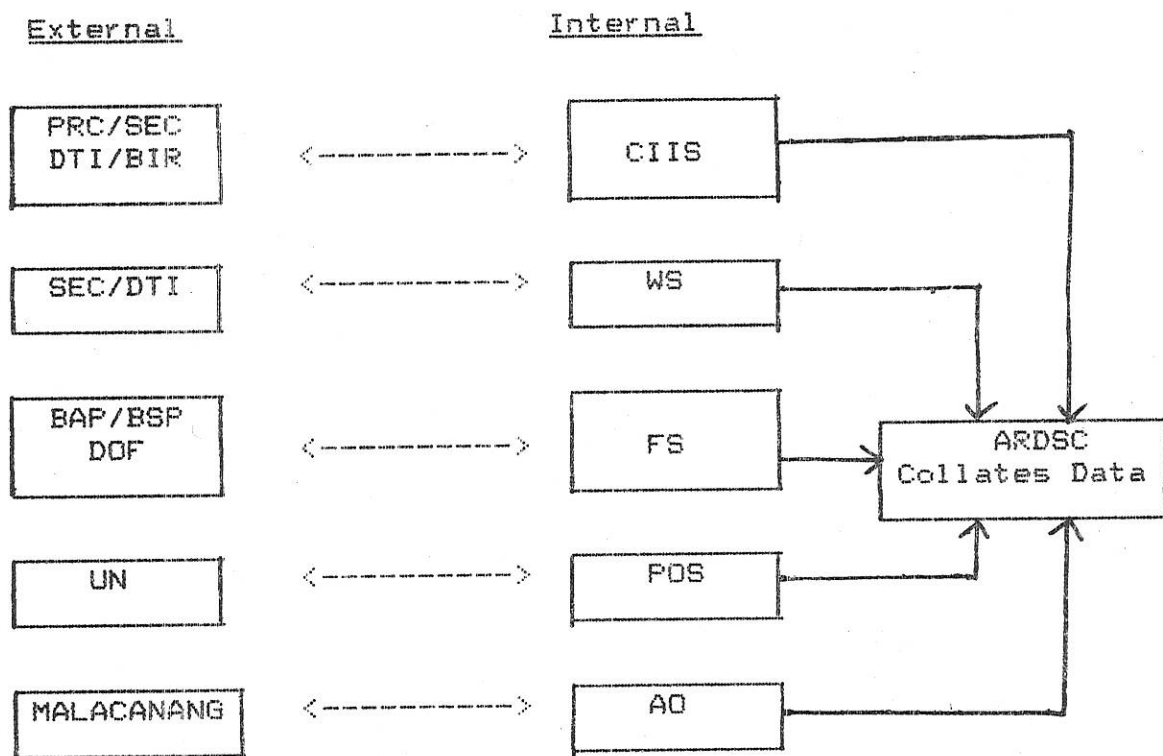
ARG/NNR/ccc

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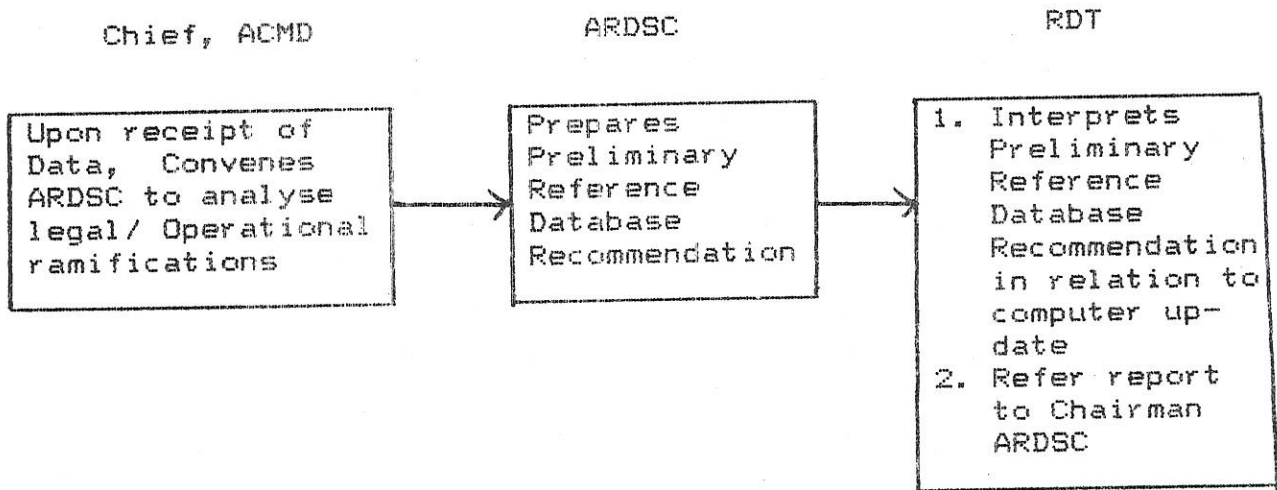
ANNEX "A"

SOURCING

(Procedure Flow)



A N A L Y S I S
(Procedure Flow)

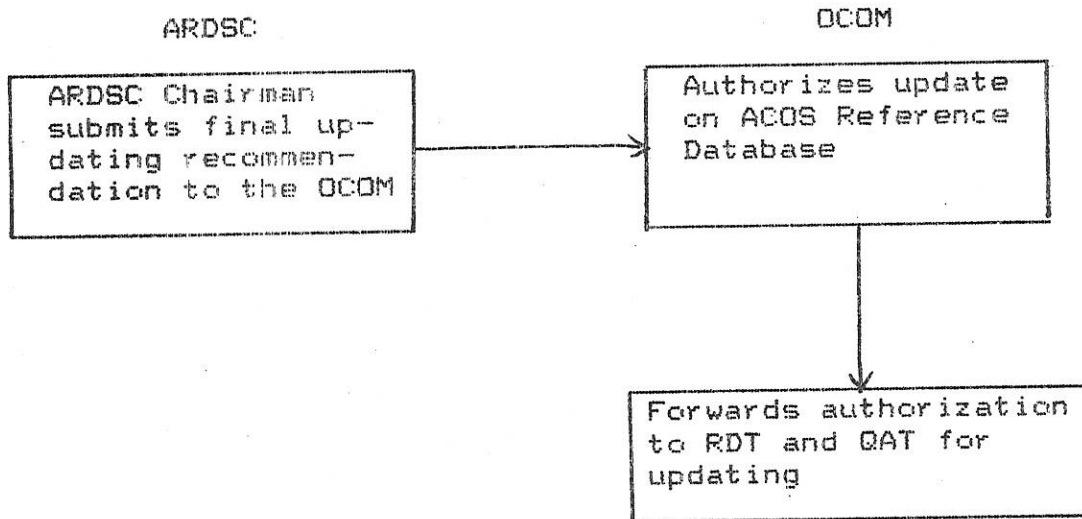


ANNEX "C"

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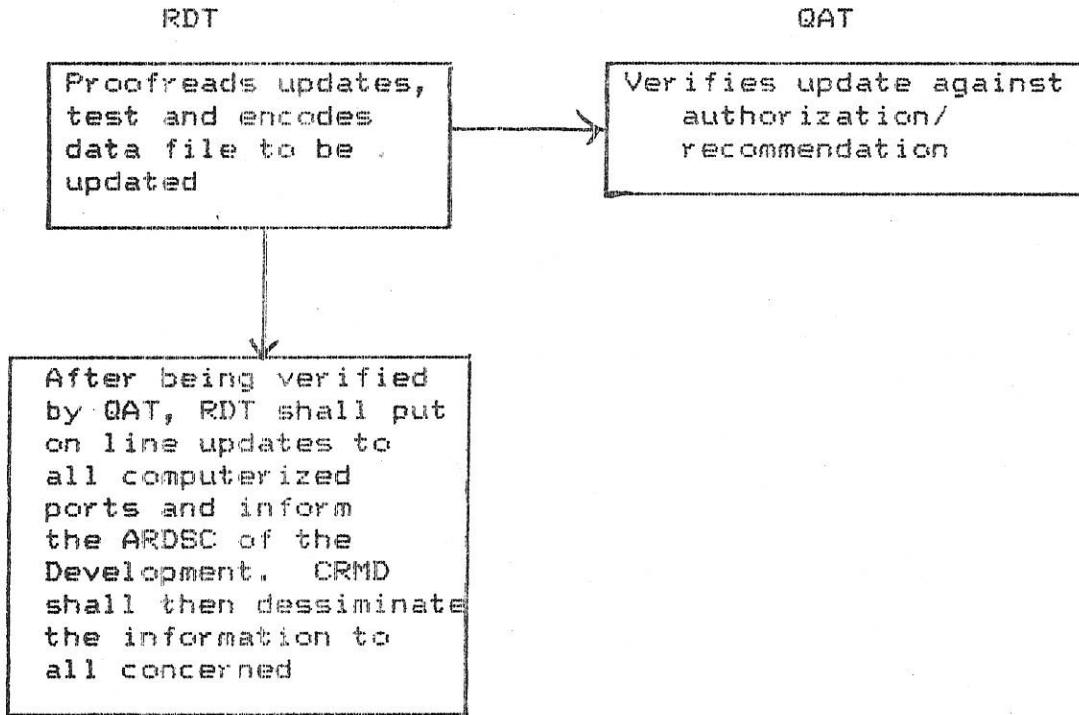
AUTHORIZATION

(PROCEDURE FLOW)



U P D A T I N G

(PROCEDURE FLOW)



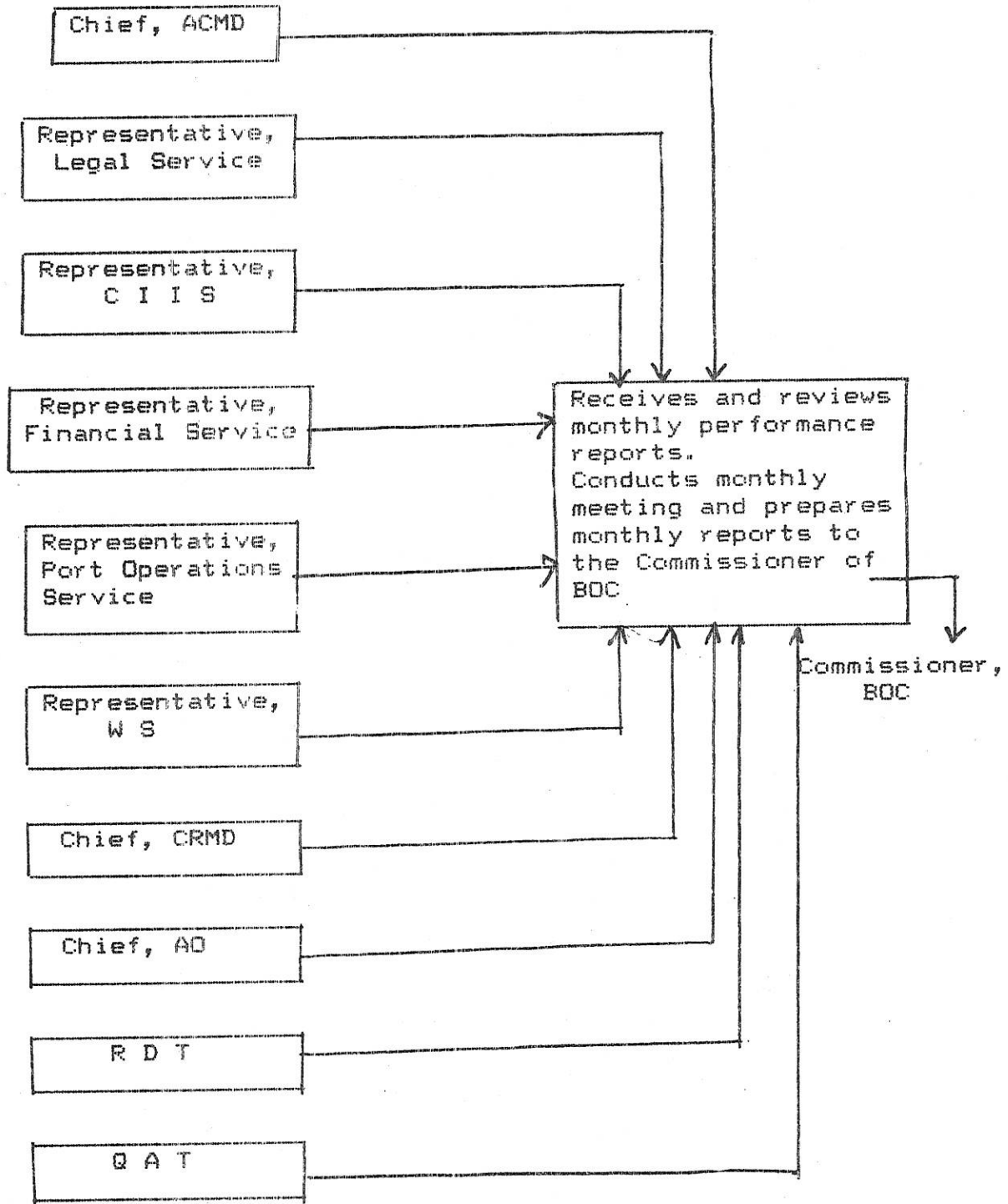
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ANNEX "E"

MONITORING
(PROCEDURE FLOW)

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ARDSC





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ANNEX "1"

FOR : GUILLERMO L. FARAYNO, JR.
 Commissioner

SUBJECT : ARDSC Chairman's Report for the
 Month of _____, 1996
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THIS IS TO CERTIFY, to the best of my knowledge, that for the month of _____, 1996, the following ACOS Reference Database has been updated and disseminated to all concerned, to wit:

<u>DATAFILE</u>	<u>CMC/CMD</u>	<u>REMARKS</u>
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.

Further to the foregoing, the undersigned has the following to report:

<u>DATAFILE RECEIVED</u> <u>BY ARDSC</u>	<u>DATE RECEIVED</u>	<u>REMARKS</u>
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.

For his information and guidance.

Chairman, ARDSC



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ANNEX "2"

T O : Chairman, ARDSC
 F R O M : Member, ARDSC
 SUBJECT : ARDSC Member's Report for
 the month of _____,
 1996
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Respectfully submitted is the undersigned's report relative to the above-captioned subject, to wit:

<u>DESCRIPTION OF DATAFILE</u>	<u>DATE OF SUBMISSION OF DATAFILE TO ARDSC</u>	<u>REMARKS</u>
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.

Comment/s/Recommendation/s:

For information and guidance.

Member, ARDSC