



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
MANILA

03 February 1994

Customs Memorandum Order  
No. 4-94

SUBJECT : GUIDELINES IN THE LIFTING OF ALERT  
AND HOLD ORDERS ISSUED PURSUANT TO CMO 104-92

In view of reported complaints that alert orders need clearances from several offices before the same is lifted resulting in unnecessary delay and bureaucratic red tape in the processing of shipments, everyone is hereby enjoined to observe the following guidelines in the clearance/lifting of alert and hold orders:

1. An Alert order is issued to warn all concerned customs personnel to be cautious and thorough in the examination of the alerted shipment and its accompanying import documents in order to verify derogatory information or suspected violation of the shipment.

A hold order is issued against a shipment when the law enforcement unit requesting its issuance is certain that the shipment is attendant with violations of customs laws, rules and regulations.

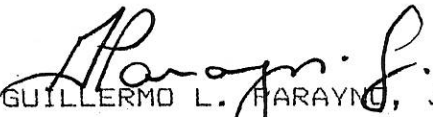
2. The action officer / officer-on-the-case, witnessing the examination of the alerted shipment, can immediately clear the shipment for continued processing if he finds no violations of the TCCP, as amended and other customs rules and regulations. At the same time, the action officer/officer on the case shall simultaneously submit a written report of such action to his superior that will then be forwarded to the Duty Officer, Alert/Hold Computer File, Office of the Commissioner for recording purposes only.

If the action officer/ officer on the case finds discrepancies in the shipment, he shall submit a report to his superior stating such discrepancies and request conversion of the alert order to a hold order.

The action officer/ officer on the case shall be administratively/criminally liable for lifting an alert order over a shipment which later turns out to be attendant with violations of the TCCP, as amended.

3. Hold orders shall be lifted only by the chief of the law enforcement unit that requested its issuance.

Strict compliance.

  
GUILLERMO L. FARAYNO, JR.  
Commissioner