



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA 1099

JUN 25 2009

CUSTOMS MEMORANDUM ORDER
NO. 14-2009

TO : ALL BUREAU OFFICIALS AND EMPLOYEES/
TRANSACTIONING CLIENTS

SUBJECT: STRICT IMPLEMENTATION OF THE NO ID, NO
UNIFORM, NO VEHICLE STICKER - NO ENTRY
POLICY

I. OBJECTIVES

1. To properly establish identification of BOC personnel and the transacting client;
2. To ensure that only authorized personnel and clients are able to gain access to BOC premises; and
3. To institute security measures within the BOC premises.

II. INSTRUCTIONS AND GUIDELINES:

For BOC Personnel

A. Wearing of Identification Card and Prescribed Uniforms

1. All BOC personnel are required to wear the official BOC Identification Cards and prescribed office uniforms on all days while inside the BOC premises except during "Wash Day". No BOC employee shall be allowed to enter any BOC Building without wearing such ID and if not in the prescribed uniform. However, exempted from this will be those covered by a memorandum issued by HRMD.
2. The Director, ESS shall give instructions to all its assigned ESS personnel for the strict implementation of no. 1 above.
3. There shall be only one official ID as issued by the Human Resources Management Division. No other office is authorized to issue ID Card to BOC employees.
4. In case a BOC employee fails to bring his/her ID, he/she shall be directed by ESS to report to HRMD (for OCOM)/respective Administrative Division/Unit (for all Ports) for the issuance of a temporary ID valid only for that specific day. Temporary IDs shall be made available at HRMD/Administrative Divisions for such purpose that shall be responsible and accountable in case of misuse.
5. The assigned ESS personnel is further directed to report in writing to the Deputy Commissioner, Internal Administration Group or the Deputy District Collector for Administration concerned, through their respective ESS superior Officer/s, any BOC employee who refuses to comply with this Order, for appropriate disciplinary action.

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B. Identification Card of New BOC Employees and Lost ID Card

1. HRMD shall be responsible for the issuance of ID to new BOC employees.
2. In case of loss of ID, the following documentary requirements shall be submitted to HRMD;
 - a. Affidavit of Loss duly notarized or subscribed before the Chief, IIPD (for OCOM)/Chief, Law Division (for all Ports) stating the date and circumstances of loss.
 - b. The Affidavit will be duly indorsed by their respective Division Chiefs (for OCOM)/Chief, Administrative Division (for all ports) to the Chief, HRMD with a request for issuance of a new one. Meanwhile, he/she shall be issued a temporary ID by HRMD/Administrative Division on a weekly basis until such time that a new ID has been issued.

C. POM-OCOM

1. Only vehicles with ESS-issued Parking Stickers will be allowed entry at Boston Gate to access BOC complex and avail of the parking slot/s allocated.
2. Taxi-riding BOC Officials and employees will be allowed entry at Boston Gate to access BOC complex provided that they are properly identified. These officials/employees must disembark at the designated unloading zone only. The empty taxi will take East Road (driveway in front of Main Customs Building) to exit at Gate 3.

Brokerages' organization Officials that were issued ESS Parking stickers are allowed to enter Boston Gate and avail of the parking slot allocated for them.

3. The South Gate (Romualdez Gate) is exclusively for the entrance of the vehicles of BOC Officials and employees with ESS-issued Parking Stickers only. They can also utilize this Gate as egress and ingress in going to and coming from the performance of their official duties at the pier areas (container yards).

No importer, broker or broker's representatives vehicles will be allowed entry at this Gate. They will be directed to proceed to Gate 3 to gain entry at BOC complex.

D. All Other Ports

The concerned District Collector of Customs, together with the ESS District Commander, must formulate/establish security measures that is most applicable in their respective areas of responsibility.

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For Importers, Brokers and Representatives

- 1. Clients transacting business with the Bureau of Customs are directed to proceed at Gate 3 to secure an Access Pass valid only for the day. The issuance of the Access Pass is only a privilege that may be denied when they have no official business/transaction to attend to.

However, LICENSED CUSTOMS BROKERS (CCBI, PUC and other Customs Brokers' Associations/Groups) will be issued Yearly Access Pass by the ESS.

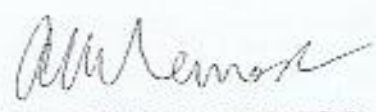
- 2. Non-Customs personnel and visitors shall be issued Color-coded Pass to gain access in the following BOC offices, to wit:
 - a) Commissioner's Office Building
 - b) IEG Building
 - c) POM Main Customs Building
 - d) CRIC Building
 - e) CCC Building
 - f) CIIS Building
 - g) IAS Building
 - h) OBB Basketball Court
 - i) ESS Building
 - j) BOC Motor pool
 - k) All Areas
- 3. Media representatives who are duly accredited by BOC-PIAD will be allowed entry within the BOC premises.

III. - EFFECTIVITY DATE

This Order shall be strictly implemented by the ESS beginning July 1, 2003. The ESS shall ensure its institutionalization and should not be an Order that is good for a certain period of time only.

Accordingly, the concerned ESS personnel and their District Commanders shall be equally liable for non-implementation of this reasonable Office regulation.

For strict compliance.



ANTONIO M. BERNARDO
Commissioner