



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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MEMORANDUM

To: All District Collectors & Sub-Port Collectors
Bonifacio De Castro (San Fernando, La Union)
Elizabeth Delas Llagas (Sual)
Carmelita Santos (Salomague)
Sally Carpio (PEZA, Baguio)
Mario Mendoza (Port of Manila)
Maita Acevedo (Customs Postal Office)
Elizabeth Ayonon (Masinloc)
Noah Dimaporo (Harbor Center)
Joseph Peralta (Cavite-PEZA)
William Dionisio (Laguna-PEZA)
Elmir Dela Cruz (Manila Int'l Container Port)
Rene Agulan (Subport of North Harbor)
Edgar Macabeo (Ninoy Aquino Int'l Airport)
Akmad Noor (Central Mail Exchange Center)
Carmelita Rejuso (Manila Domestic Airport)
Ernesto Benitez (Batangas)
Alpha Grace Castro (Puerto Princesa)
Reynaldo Galeno (Siain)
Chuchi Medina (Legaspi)
Ernelito Aquino (Iloilo)
Renevic Soliman (Pulupandan)
Roberto Almadin (Cebu)
Gerardo Campo (Mactan)
Wilfredo Cui (Mactan-MEPZ)
Jeogina Gozo (Dumaguete)
Julius Premediles (Tacloban)
Lourdita Tupa (Isabel)
Avelino Alberca (CAtbalogan)
Lilibeth MAngsal (Surigao)
Rosita Arabaca (Bislig)
Josefa Villaseñor (Nasipit)
Ruby Claudia Alameda (Cagayan De Oro)
Paisal Macabayao (Ozamis)
John Simon (Iligan)
Ma. Chona Sarte (Mindanao Container Terminal)
Enrico Turingan, Jr. (Zamboanga)
Pirza Bulante (Basilan)
Zahreeb Jaljis (Jolo)
Hadji Ali Mohammad Ali (Tawi-Tawi)
Ma. Carolina Hetutua (Zamboanga Int'l Airport)



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Ernesto Aradanas (Davao)
Pendatum Alim (Dadiangas)
Desiderio Cabatania (Parang)
Vicente Yutangco, Jr. (Mati)
Arnulfo Marcos (Subic)
Esteban Castro (Clark)
Leilani Alameda (Aparri/Irene)
Lloyd Camangeg (Currimao)
Elvira Cruz (Limay)
Michael Avelino (Mariveles)

From: **John P. Sevilla**
Commissioner

Subject: Alert Orders Issued by District Collectors and Sub-Port Collectors

Date : 27 March 2014

1. All District Collectors and Sub-Port Collectors are reminded that if you issue any alert orders, these should be reported to the Office of the Commissioner as soon as they are issued, by sending a copy of the alert order the Office of the Commissioner, to the attention of the following, either by fax to 527 1935 or 527 4573 or e-mail of a scanned copy:

Atty. Caesar Corpus: Tel. No: 527 1935
Mobile No: 0939 926 5936
Email Ad: corpuscaesar_law@yahoo.com

Jon dela Cruz: Tel. No: 527 1935
Mobile No: 0927 939 3740
Email-Ad : jdc828@yahoo.com

2. At the end of every month, please also send an excel spreadsheet to Jon dela Cruz providing a summary of all alert orders you have issued during that month. Please e-mail Jon to get a copy of the blank file. A print-out of the format of the report, as well as some samples showing how it should be filled out, and special instructions on filling it out, is attached.
3. Copies of the alert order should be sent to the Office of the Commissioner starting immediately. The monthly report on alert orders should be submitted beginning 3 April 2014, at the same time as the submission of the Monthly Report which was the



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subject of my letter of 24 February 2014, but to the attention of the two people listed above.

4. If you have not submitted this information in the past, for the report submission of 1 April 2014, please include all alert orders you have issued since either 1 January 2014 or when you assumed office, whichever is later.
5. Please submit the report even if you have not issued any alert orders, marking the report "No alert orders issued."


JOHN P SEVILLA



MAR 27 2014

Special Instructions for filling out the Alert Order Database form

Column letter	Column heading	Instructions
M	Examination Conducted?	Fill in "yes" if examination has been conducted. Leave blank if not.
N	Date of Examination	Leave blank if examination has not yet been conducted
O	Place of Examination	Leave blank if examination has not yet been conducted
S	Alert Order Implemented Prior to Release?	Fill in "no" only in cases where the shipment was released before the Alert Order could be implemented. Otherwise, leave blank.
T	Revised recommendation	Should only be filled in if the Category is "Examined with results." Otherwise, this should be blank. This should be filled in with only ONE of the following: Abandonment Additional Duties and Taxes No Discrepancy WSD Others If the answer is "others," then please explain in column V.
U	Category	Should be filled in with only ONE of the following: Alert Order Not Implemented Not Yet Examined Examined but no results yet Examined with results Rice
X	Issuing Office	For alert orders issued at the ports (not by Depcom-IG, Depcom-EG, or the Commissioner), please fill in the name of the port or sub-port.

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Pages

	A	B	C	D	E	F	G	H	I	J
	Alert Order No.	Date of Alert Order	Consignee	Entry Number	No. of items in entry	Bill of Lading Number	Container numbers	Number of containers	Brief description of contents as declared	Port
1										
2	A/OC/20130902-101	9/2/2013	NOLMAN COMMERCIAL	C162142	2	AAG50006875	CRLU1228315 TRLU1668542	2	STC 4800CTNS. FROSTY ICE CANDY; FRUIT JELLY CANDIES	MICP
3	A/OC/20130902-102	9/2/2013	NOLMAN COMMERCIAL	C160827	2	TAOMNL008158	CXRU1217887	1	STC 4800CTNS. FROSTY ICE CANDY; FRUIT JELLY CANDIES	MICP

	A	K	L	M	N	O	P	Q	R	S
	Alert Order No.	Brief justification of alert order	Name of Officer-on-Case	Examination Conducted?	Date Examination	Place of Examination	Amount of additional duties and taxes paid	Amount of surcharge paid	Released?	Alert Implemented prior to release?
1	A/OC/20130902-101	SECTION 2503 (UNDERVALUATION/MISDECLARATION) IN (IG) RELATION TO SECTION 2530 (SUBJECT TO FORFEITURE)	D. ASISTIO, R. INIGO, A. MENDOZA, M. ROSETE, L. VILLEGAS	YES	9/13/2013	MICP-DEA	-	-	NO	
2	A/OC/20130902-102	SECTION 2503 (UNDERVALUATION/MISDECLARATION) IN (IG) RELATION TO SECTION 2530 (SUBJECT TO FORFEITURE)	D. ASISTIO, R. INIGO, A. MENDOZA, M. ROSETE, L. VILLEGAS	YES	9/13/2013	MICP-DEA	-	-	NO	
3										

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	A	T	U	V	W	X	Y
	Alert Order No.	Revised recommendation	Category	Remarks	Year and Month	Issuing office	Questions
1	A/OC/20130902-101		Examined with results		2013 09	OC	
2		WSD					
3	A/OC/20130902-102	WSD	Examined with results		2013 09	OC	