



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

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OCOM Memo No. 108-2022

MEMORANDUM

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hmm

TO : ALL DISTRICT COLLECTORS
ALL ASSESSMENT PERSONNEL
ALL OTHERS CONCERNED

FROM : 
YOGI FILEMON L. RUIZ
Acting Commissioner



BOC-01-06828

SUBJECT : Mandatory Compliance to Section 3.2 of Customs
Memorandum Order (CMO) No. 08-2020

DATE : August 01, 2022

With reference to above mentioned subject, you are hereby directed to strictly follow the file name format (PORT CODE-REFERENCE NUMBER.DOCUMENT TYPE e.g P02A-C-12345-2019.SAD) for electronic documents as provided for under Section 3.2 of CMO No. 08-2020, which states that:

XXX

3.2 For electronic copies, only PDF file type shall be accepted and each document should be submitted as a separate file. The resolution of the electronic documents shall be at least 600dpi. The file name format shall be PORT CODE-REFERENCE NUMBER.DOCUMENT TYPE. Please see illustrative examples below.

3.2.1. P02A-C-12345-2019.SAD (For SAD)

3.2.2. P02A-C-12345-2019.INVOICE (For Invoice)

3.2.3. P02A-C-12345-2019.BL (For Bill of Lading)

3.2.4. P02A-C-12345-2019.IP.DTI. (IP stands for Import Permit, DTI is the issuing agency)

3.2.5 Examples of other document types: PACKINGLIST
TELTRANS (Telegraphic Transfer), LC (Letter of Credit), LPSR
(Load Port Survey Report), etc.

XXX

Additionally, to effectively monitor and easily retrieve goods declaration filed in the CCPS, the use of the format (PORT CODE-REFERENCE NUMBER e.g P02A-C-12345-2019) shall be followed for the ticket subject created.

In case of goods declaration with reference number below five digits, "0" should be indicated before the number:

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Example 1: Reference No. 1 should be P02A-C-00001-2022

Example 2: Reference No. 12 should be P02A-C-00012-2022

Example 3: Reference No. 123 should be P02A-C-00123-2022

Example 4: Reference No. 1234 should be P02A-C-01234-2022

Moreover, all concerned personnel are advised to close non-compliant tickets in the CCPS and to recommend the opening of new tickets using the prescribed format.

Lastly, all assessment personnel are strictly reminded to ensure submission of all the required documents in the ticket created.

For strict compliance.

Cc: Management Information System and Technology Group (MISTG)