



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

8 March 1999

**CUSTOMS MEMORANDUM ORDER**

No. 5-99

**Subject:** Guidelines in the implementation of Customs Special Order No. 7-99 dated January 29, 1999 regarding the creation of the Import Specialist Team.

To ensure uniform and efficient performance of the Import Specialist Team, the following operational guidelines are hereby published.

**I. GENERAL PROVISIONS:**

1. The Import Specialist Team (IST) shall be composed of representatives from the Formal Entry Division (FED) or Special Deputy Collectors in the case of NAIA, Enforcement & Security Service (ESS) and Intelligence & Investigation Service (CIIS), which shall be divided into sub-units/sections for better and focused control.
2. It shall be the primary duty and responsibility of the representative from the Formal Entry Division with the support of ESS and CIIS representatives to review all Green Lane entries assigned to him/her for any discrepancy or violation(s) of the Tariff and Customs laws/rules/regulations (Sec. 3614) and the faithful compliance of the duties and functions of IST specifically stated in Customs Special Order No. 7-99 dated January 29, 1999.
3. It shall be the duty and responsibility of the IST to act on the assigned entries without delay from the time Green Lane entries are transmitted by the Collection Division and received by IST Receiving Clerk who shall indicate the actual time of receipt in the Transmittal Log Book. In the same manner, the reviewed Green Lane entries shall be returned immediately to the Collection Division and the Transmittal Log Book shall indicate the time of receipt by the Collection Division or in special cases, by any other office/unit.
4. In the event of the unavailability of any team member, the Chief, FED/Head, RMG, as the case maybe, from time to time, is authorized to temporarily designate another member from the office concerned to the IST team to review the entries. In the case of the ESS, request for augmentation or change shall be sent to the Acting Director, ESS.
5. For purposes of carrying out the principal duties of the IST, a representative of IST may observe the actual examination of approved entries for spotcheck/100% examination upon written authority of the Chief, FED and/or Head RMG on a case to case basis.
6. The personnel composing the IST shall be under the full control and supervision of the Chief, FED and Head, RMG. The IST shall submit a weekly report to the Commissioner of Customs, copy furnished District Collector, Director, ESS and Director, CIIS.
7. If after two (2) hours, no alert for spotcheck/100 % examination is issued, it is presumed that no indicator can be found by the assigned sub-unit/section in the entry documents submitted to suggest irregularity.
8. Additional procedures as necessary shall issue from Head, RMG/Chief, FED to the IST of the District concerned after clearance from the undersigned.
9. A weekly report on the activity of IST shall be submitted to the undersigned specifically highlighting notable accomplishments of IST, among others.

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**II. SPECIFIC PROVISIONS:**

1. Once Green Lane entries are received from the Collection Division, the Entry Number, Consignee, Broker, time and date of receipt, among others, will be recorded by the IST Receiving Clerk in a Transmittal Log Book specifically maintained for this purpose;
2. The Chief, FED or his/her duly authorized representative, will assign the recorded Green Lane entry to a particular IST sub-unit/section which has a specialized knowledge/expertise of the commodity/ies to be reviewed;
3. After a thorough review, evaluation and analysis of the covering import documents, the IST member from FED, in consultation with ESS/CIIS representatives, may recommend to the Chief, FED and Head, RMG for the issuance of an alert order against the entry being reviewed or if no indicators can be found in the documents to suggest irregularity to so exclude the same;
4. A written Justification Sheet signed by the IST member from FED and concurred by the ESS/CIIS representatives will be prepared containing the probable discrepancy/violation which will be submitted to the Chief, FED and Head, RMG;
5. The Chief, FED and Head, RMG or their duly authorized representatives will evaluate the Justification and will either approve or disapprove the request for the issuance of an alert order;
6. If the request is disapproved, the Chief, FED and Head, RMG or their duly authorized representatives will state the reason/s for their disapproval;
7. Once the request for issuance of an alert order is approved, it shall be stamped "Alerted - IST" on the face of the entry with separate accompanying Transmittal Log Book for that purpose to be acknowledged as received by the Collection Division prior to transmittal for spotchecking.
8. Alerted shipments will be treated like Selected Red entries and brought to DEA for spotchecking by a COO 3 to be assigned by the Head, DEA for that purpose;
9. 100% examination may be conducted by the assigned COO 3 if the probable discrepancy/violation as contained in the Justification Sheet is detected/established during the course of the spotcheck;
10. If no discrepancy/violation is found during the spotcheck, the Head, DEA or the COO V concerned will immediately release the shipment;
11. If a discrepancy/violation is found, the COO 3 concerned will return the entry to IST with his/her findings with recommendation of action to be taken;
12. The Chief, FED or his/her duly authorized representative will immediately act on the recommendations.

**III. REPEALING CLAUSE**

All other orders, rules and regulations inconsistent herewith are hereby modified or repealed accordingly.

**IV. EFFECTIVITY**

This order shall take effect immediately.

  
**NELSON A. TAN**  
 Acting Commissioner *NT*





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

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29 January 1999

**CUSTOMS SPECIAL ORDER**

NO. 7-99

Subject: Creation of an Import Specialists Team (IST) to Complement the Risk Management group (RMG)

**I. THE IMPORT SPECIALISTS TEAM (IST)**

In line with the Selectivity System in the Bureau's Computerization Program, there is hereby created and established an Import Specialists Team to complement the Risk Management Group (RMG) in the Bureau of Customs. The IST shall consist of selected personnel mainly from the Formal Entry Division (FED), or its equivalent in the out-ports, the Enforcement and Security Service (ESS), the Customs Intelligence and Investigation Service (CIS), the Entry Processing Unit (EPU), and other relevant Bureau offices to be determined from time to time.

**II. SCOPE**

This Order shall be applicable to all ports with an ACOS System already operational.

**III. PURPOSE**

- a) To help enhance the Bureau's Selectivity System by complementing and assisting RMG in its review and updating of parameters in the selectivity screen; and
- b) Act as safety net on green-lane entries.

**IV. DUTIES AND FUNCTIONS OF IST**

1. Scan and review all greenlane entries for the purpose of
  - 1.1 Checking the authenticity of import documents submitted

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*[Handwritten signatures and initials]*

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- 1.2 Checking the correctness of Tariff Heading as against the description in the entry and supporting documents, and Dutiable value versus applicable published values if any is on file.
- 1.3 Applicability of Special Tariff Rates (AFTA, etc) versus certificate of Origin and other requirements; anti-dumping bond versus the list of imports subject thereto; nature and quantity of articles versus declared weight; and the like.
- 1.4 Identifying shipments the release of which will be in clear violation of existing laws, rules and regulations.
2. Collate on a daily basis data pertaining to shipments found to be in violation of the law, undervalued, misclassified, misdeclared, and the like, specifically identifying the importer, the customs broker, the nature and description of the article, the Tariff Heading, country of origin, modus operandi, and other important information that could serve as basis to develop, enhance, or deprogram selectivity screens, and submit these reports to the head, RMG before the close of office hours.
3. Perform such other functions as may be assigned to it from time to time.

#### V. MISCELLANEOUS PROVISIONS

1. IST shall be under the joint stewardship of the Head, RMG and the Chief, FED of the port concerned.
2. IST shall have the authority to recommend to the stewards (FED/H, RMG) of the IST for the re-routing of entries, upon justification, to the red-lane for 100% physical examination.
3. Membership in the IST for each affected port shall be covered by appropriate orders.
4. All other matters not specified herein shall be cleared with the Deputy Commissioner, IEG before any action thereon can be taken.
5. The Head, RMG and the Chief, FED shall formulate the Operational Guidelines, as well as amendments to existing regulations as may be necessary, for approval by the Deputy Commissioner, IEG.

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Ray A. [Signature]

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**VI. REPEALING CLAUSE**

All the orders and regulations inconsistent herewith are deemed repealed or modified accordingly.

**VII. EFFECTIVITY**

This Order shall take effect on 08 February 1999 and shall last until revoked.

  
NELSON A. TAN  
Acting Commissioner  
