



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

August 3, 1994

CUSTOMS MEMORANDUM ORDER
NO. 83-94

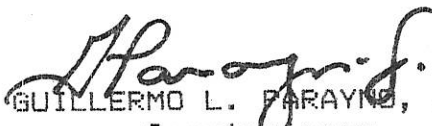
To: All Service/Division Chiefs
Collectors of Customs
And Others Concerned

SUBJECT: Supplement to CMD No. 69-91 re:
Dissemination of Issuances/Directives Signed by the Commissioner

In order to improve the present system of disseminating Customs Administrative Orders (CAOs), Customs Memorandum Orders (CMOs), Customs Memorandum Circulars (CMCs), and other directives issued by the Bureau, the following additional guidelines are hereby imposed:

1. Directives issued during the week just ended shall be taken up in the Commissioner's Regular Staff Meeting.
2. Individual Port Staff Meeting must likewise include new issuances in their agenda.
3. All new issuances must be read during the Monday Flag Raising Ceremony in all Ports/Subports of the Bureau.
4. Each Division/Section Chief is responsible in informing their staff of the issuance of new directives.

For strict compliance.


GUILLERMO L. PARAYNO, JR.
Commissioner



C.M.O. - 33-94

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

CUSTOMS MEMORANDUM ORDER
NUMBER 69-91

Subject: Dissemination of Issuance/Directives
Signed by the Commissioner

I. OBJECTIVES:

1. To establish guidelines that will ensure the prompt, efficient and economical dissemination to all concerned of issuances/directives signed by the Commissioner.
2. To identify the offices and employees responsible for the dissemination of the same.

II. GENERAL PROVISION:

Issuances/directives to be effective, must be circularized as quickly as possible, thus the following guidelines are hereby established.

III. OPERATIONAL PROVISIONS:

A. Offices under the Office of the Commissioner (Central Office)

1. The Central Records Management Division (CRMD) shall be responsible for numbering and reproducing issuances/directives signed by the Commissioner for dissemination. This should be done not later than twenty four (24) hours upon receipt of said issuances. The distribution of the reproduced copies shall be as follows:
 - a. Offices under the Office of the Commissioner
 - b. Different Ports/Subports
 - c. Government and Private offices as required/requested
 - d. Others Concerned/interested individuals

The CRMD shall also be responsible for the dissemination of all issuances/directives to offices under the Office of the Commissioner.

Edward M. Wilson

Each Port/Subport shall be furnished with one (1) copy of the issuance. Issuances for the provincial ports must be mailed within twenty four (24) hours upon completion of reproduction.

This Office shall also submit a report to the Commissioner every Friday containing the list of issuances issued for the week in the form attached as Annex "A" together with a copy of the receipts made by the offices mentioned above.

2. Services/Divisions - shall require their messenger to report to the CRMD everyday between 8:30 a.m. and 11:30 a.m. to pick up the issuances which were not delivered in the afternoon of the previous day.

B. Ports/Subports

1. Administrative Division/Unit - shall reproduce and disseminate issuances/directives to offices within their respective port/subport. This Office shall also accomplish the acknowledgement receipt in the letter attached as Annex B issued by the CRMD and return the same to the CRMD. This will determine whether the said Port/Subport has received its copy of the issuances or not.

Officials/Employees who regularly come to the Central Office for official business must proceed to the CRMD to get their issuances/directives intended for mailing before Certificate of Appearance shall be issued by the Human Resources Management Division (HRMD).

Likewise, receiving clerks must immediately present to their Chiefs, issuances/directives upon receipt thereof.

IV. EFFECTIVITY:

This order shall take effect on _____

MAY 26 1991

Salvador M. Mison
SALVADOR M. MISON
Commissioner



REPUBLIC OF THE PHILIPPINES
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MANILA

CMO-69-91

DISTRIBUTION OF CUSTOMS ISSUANCE

DATE: _____

- CAO No. _____
- CMO No. _____
- CMC No. _____
- CTC No. _____
- CTDC No. _____
- CVC No. _____
- CSO No. _____
- CPO No. _____
- Unnumbered MEMO _____

OFFICE OF THE COMMISSIONER

- 1. COMMISSIONER'S COPY _____
- 2. DEPUTY COMMISSIONER _____
- 3. DEPUTY COMMISSIONER _____
- 4. DEPUTY COMMISSIONER _____
- 5. DEPUTY COMMISSIONER _____
- 6. SPECIAL ASSISTANT _____
- 7. SPECIAL ASSISTANT _____
- 8. COMMISSIONER'S STAFF _____

A. FINANCIAL MANAGEMENT OFFICE

- 1. CHIEF, FMO _____
- 2. BUDGET DIVISION _____
- 3. ACCOUNTING DIVISION _____
- 4. PLANNING & POLICY RESEARCH DIVISION _____
- 5. MANAGEMENT INFORMATION &
DATA SYSTEM DIVISION _____

B. ADMINISTRATION OFFICE

- 1. CHIEF, ADM _____
- 2. PUBLIC INFORMATION &
ASSISTANCE DIVISION _____
- 3. MEDICAL & DENTAL DIVISION _____

H. PORT OPERATIONS SERVICE:

- 1. CHIEF, OPS _____
- 2. AUCTION & CARGO
DISPOSAL DIVISION _____
- 3. EXPORT COORDINATION DIVISION _____
- 4. PORT OPERATION DIVISION _____

I. IMPORT ASSESSMENT SERVICE

- 1. CHIEF, IAS _____
- 2. VALUATION & CLASSIFICATION DIVISION _____
- 3. ASSESSMENT COORDINATION &
MONITORING DIVISION _____
- 4. WAREHOUSE COORDINATION DIVISION _____

J. OUTPORTS ASSISTANCE SERVICE

- 1. CHIEF, OPS _____

K. WAREHOUSING SERVICE

- 1. CHIEF, WHS _____

L. PORT OF MANILA

- 1. DISTRICT COLLECTOR _____
- 2. CHIEF, ADM. DIVISION _____

M. NINYOY AQUINO INTERNATIONAL AIRPORT

- 1. DISTRICT COLLECTOR _____
- 2. CHIEF, ADM. DIVISION _____

N. MANILA INTERNATIONAL CONTAINER PORT

- 1. DISTRICT COLLECTOR _____
- 2. CHIEF, ADM. DIVISION _____

4. GENERAL SERVICES DIVISION _____

5. HUMAN RESOURCE
MANAGEMENT DIVISION _____

6. CENTRAL RECORDS
MANAGEMENT DIVISION _____

C. LEGAL SERVICE

1. CHIEF, LIS _____

2. RULING & RESEARCH DIVISION _____

3. PROSECUTION & LITIGATION DIVISION _____

4. APPELLATE DIVISION _____

5. TAX EXEMPT DIVISION _____

6. DRAWBACK SECTION _____

D. COLLECTION SERVICE

1. CHIEF, COL _____

2. COLLECTION PERFORMANCE
EVALUATION DIVISION _____

3. LIQUIDATION & ASSESSMENT
AUDIT DIVISION _____

4. BONDS AUDIT DIVISION _____

E. INTELLIGENCE & INVESTIGATION SERVICE

1. CHIEF, IIS _____

2. INTELLIGENCE DIVISION _____

3. INTELLIGENCE & PROSECUTION DIVISION _____

4. INTERNAL INQUIRY &
PROSECUTION DIVISION _____

F. ENFORCEMENT & SECURITY SERVICE

1. CHIEF, ESS _____

2. CUSTOMS POLICE DIVISION _____

3. WATER PATROL DIVISION _____

4. RADIO COMMUNICATION DIVISION _____

G. FINANCIAL SERVICE

1. CHIEF, FIN _____

2. REVENUE ACCOUNTING DIVISION _____

3. STATISTICAL ANALYSIS DIVISION _____



REPUBLIC OF THE PHILIPPINES
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MANILA

200-69-91

Date: _____

Sir:

Attached for your information and guidance are the following issuances:

CAO	CMO	CMC	CTC	CTDC	CVC	CSO	CPO	MEMO

Please acknowledge receipt by filling up the blanks below and returning this letter to the CRMD.

Very truly yours,

Chief, CRMD

Received By:

SIGNATURE: _____

PRINTED NAME: _____

DATE: _____