

Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
Manila

December 1991

**CUSTOMS MEMORANDUM ORDER**  
NO. 702-91

TO : All Collectors of Customs  
SUBJECT : Strengthening Clearance Process of Manifest

I. OBJECTIVE:

To install uniform procedures in clearing Inward Foreign Cargo Manifest.

II. GENERAL PROVISION:

The District Collector of Customs shall create, under the Entry Processing Division, a Data Monitoring Unit (DMU) with the following functions:

- a) Gathering/capturing of data from the Inward Foreign Cargo Manifest; and
- b) Maintaining the computer system installed at the port.

For the NAIA Customhouse, these tasks shall be performed by the Data Monitoring Division (DMD).

III. OPERATIONAL PROCEDURES:

- a. The Inward Foreign Cargo Manifest of different shipping companies are submitted to Bay Service. At the NAIA Customhouse, the manifest, together with the airwaybills, of different airline companies/agents are submitted by the Aircraft Operations Division;
- b. Bay Service/Aircraft Operations Division, then submits the Inward Foreign Cargo Manifest and the airwaybills (in case of air cargo) to the DMU/DMD.

For consolidated shipments, the Consolidated Cargo Manifest together with the individual house airwaybills are submitted to the DMU/DMD.

c. From the Inward Foreign Cargo Manifest, Consolidated Cargo Manifest and/or Airwaybill, the DMU/DMD captures the following information:

- Shipping/Flight Details

- Name of Vessel/Airline
- Registry Number
- Voyage/Flight Number
- Date of Arrival
- Port of Origin
- Port of Destination
- Country of Destination

- Bill of Lading/Airwaybill Number
- Name of Consignee
- Number of Containers/Packages, including containers/packages number
- Description of Goods
- Gross Weight
- Declared Value (for NAIA)
- Unit of Currency (for NAIA)
- Chargeable Weight (for NAIA)
- Total Freight Charges (for NAIA)

d. The Manifest Clerk will make use of the information gathered by the DMU/DMD to match or check the correctness of data in the entry document presented by the Importer/Customs Broker. If all the information matched, the Manifest Clerk will enter into the computer the following additional data, to wit:

- Serial Number of Entry Document
- Customs Broker
- Permit to Deliver Imported Goods/Gatepass Serial Number

e. The entry document is forwarded to the Document Processor for review;

f. Thereafter, an entry number is assigned by the Perforating Clerk;

g. Before the release of entry from the Entry Processing Division, the Release Clerk will likewise enter into the computer the following data:

- Type of Entry
- Perforated Entry Number
- Date Filed
- Invoice Value
- Unit of Currency (for POM and MICP)
- Total Freight Charges (for POM and MICP)

- Dutiable Value Declared
- Document Processor Code; and

h. At the Wharfinger's Office/Bonded Warehouse Division, before effecting the release of cargo, the Manifest Clerk/Warehouseman will counter check into the computer the details of the shipments. If all the information are correct, the release date of the shipment will be entered into the computer.

III. APPLICABILITY CLAUSE:

In Ports other than the Port of Manila, Manila International Container Port and Ninoy Aquino International Airport, this operational procedures shall be followed as closely as possible.

IV. REPEALING CLAUSE:

Any regulation/order inconsistent herewith are hereby repealed and/or modified accordingly.

V. EFFECTIVITY:

This Order shall take effect DEC 10 1991

*Tomas V. Apacible*  
 TOMAS V. APACIBLE  
 Commissioner