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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
DEPARTMENT OF FOREIGN AFFAIRS
DEPARTMENT OF HEALTH
DEPARTMENT OF AGRICULTURE
DEPARTMENT OF NATIONAL DEFENSE
DEPARTMENT OF EDUCATION
BUREAU OF CUSTOMS
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

Joint Administrative Order (JAO)
No. 1-2020

SUBJECT: CLEARANCE OF RELIEF CONSIGNMENTS ENTERED DURING A STATE OF CALAMITY

Introduction. This JAO implements Sections 120 and 121, Chapter IV, Title I, and Section 800 (m), Chapter 1, Title VIII and related provisions of Republic Act No. 10863, otherwise known as the Customs Modernization and Tariff Act (CMTA), and other applicable laws, rules and regulations.

Section 1. Scope. This JAO shall cover relief consignments during the declared state of calamity.

Section 2. Objectives.

- 2.1. To provide a mechanism for the expedited release of Relief Consignments;
- 2.2. To provide transparent procedures in the processing of Relief Consignments;
- 2.3. To provide policy direction for the operations of the PIHARC-OSS Facilities; and
- 2.4. To monitor the entry of Relief Consignments utilizing an Information Communication Technology (ICT)-enabled system.

Section 3. Definition of Terms. For purposes of this JAO, the following terms are defined as follows:

3.1. Bureau — shall refer to the Bureau of Customs.¹

¹ CMTA, Title I, Chapter 2, Section 102 (i).

- 3.2. Donation** — shall refer to an act of liberality whereby a person or organization disposes gratuitously of a thing or right in favor of another who accepts it.²
- 3.3. Donated Relief Consignment** — shall refer to importation of relief goods or items not subject to taxes and duties, such as but not limited to food and medicine donated to government institutions and accredited private entities for distribution to the affected population.³
- 3.4. Qualified Donee** — shall refer to any government institution, or private entity duly registered, licensed or accredited by the appropriate government agencies such as Department of Social Welfare and Development (DSWD), Department of Foreign Affairs (DFA), Department of Health (DOH) and Office of the Civil Defense (OCD), to accept relief consignments and conduct relief operations. For purposes of this Order, the donee shall be considered as the consignee.
- 3.5. Foregone Revenue** — shall refer to revenue losses due to duty and tax exemptions.
- 3.6. Government Institution or Agency** — shall refer to any of the various units of the Government of the Republic of the Philippines, including a department, bureau, office, instrumentality or Government-Owned and-Controlled Corporation (GOCC), or a local government or a distinct unit therein.⁴
- 3.7. In-Kind Donations** — shall refer to relief goods (food packs and non-food items), equipment or other aid commodities, such as but not limited to clothing, mats, blankets, malongs, mosquito nets, kitchen/cooking wares, water container, medicines, medical supplies, medical equipment, health kits, hygiene kits, and medical and health-related products to be given directly to the victims and responders of disaster / emergency.⁵

² Republic Act No. 386, Civil Code of the Philippines, Book III, Title III, Chapter 1, Article 725.

³ cf. CMTA, Title I, Chapter 4, Section 120.

⁴ cf. Republic Act No. 10149 "GOCC Governance Act of 2011", Section 3 (k).

⁵ NDRRMC Memorandum Circular No. 158, Series of 2017 "Enhanced Policy Guidelines on the Philippine International Humanitarian Assistance (PIHA)".

- 3.8. International Humanitarian Organization** — shall refer to any duly coordinated foreign government or organization providing financial donations, international relief workers and in-kind donations, for the benefit of disaster-stricken areas, aimed at providing emergency response, rehabilitation and recovery operations to mitigate the effects of disasters or major emergencies.⁶
- 3.9. Leased Relief Consignment** — shall refer to conditionally free importation, such as but not limited to equipment, vehicles and other means of transport leased to government institutions and accredited private entities for use during relief and rescue operations in disaster-affected areas.⁷
- 3.10. Philippine International Humanitarian Assistance Cluster (PIHAC)** — shall refer to one of the eleven (11) clusters under the Response Cluster of the Philippine Disaster Risk Reduction Management System.⁸
- 3.11. Philippine International Humanitarian Assistance Reception Center - One-Stop-Shop (PIHARC-OSS) Facility** — shall refer to an international port-of-entry facility composed pursuant to the guidelines of PIHA that is located at the designated international port/s of entry and co-located with the BOC Office near the disaster stricken area/s, established for the purpose of screening, facilitating and expediting the processing and entry of international humanitarian /relief workers, equipment and in-kind donations.⁹
- 3.12. Prohibited Importation** — shall refer to the importation of the following goods:¹⁰

⁶ NDRRMC Memorandum Circular No. 158, Series of 2017 "Enhanced Policy Guidelines on the Philippine International Humanitarian Assistance (PIHA)".

⁷ cf. CMTA, Title I, Chapter 4, Section 120.

⁸ NDRRMC Memorandum Circular No. 158, Series of 2017 "Enhanced Policy Guidelines on the Philippine International Humanitarian Assistance (PIHA)".

⁹ NDRRMC Memorandum Circular No. 158, Series of 2017 "Enhanced Policy Guidelines on the Philippine International Humanitarian Assistance (PIHA)".

¹⁰ cf. CMTA, Title I, Chapter 3, Section 118.



- a. Written or printed goods in any form containing any matter advocating or inciting treason, rebellion, insurrection, sedition against the government of the Philippines, or forcible resistance to any law of the Philippines, or written or printed goods containing any threat to take the life of, or inflict bodily harm upon any person in the Philippines;
- b. Goods, instruments, drugs and substances designed, intended or adapted for producing unlawful abortion, or any printed matter which advertises, describes or gives direct or indirect information where, how or by whom unlawful abortion is committed;
- c. Written or printed goods, negatives or cinematographic films, photographs, engravings, lithographs, objects, paintings, drawings or other representation of an obscene or immoral character;
- d. Any goods manufactured in whole or in part of gold, silver or other precious metals or alloys and the stamp, brand or mark does not indicate the actual fineness of quality of the metals or alloy;
- e. Any adulterated or misbranded food or goods for human consumption or any adulterated or misbranded drug in violation of relevant laws and regulations;
- f. Infringing goods as defined under the Intellectual Property Code and related laws; and
- g. All other goods or parts thereof which importation are explicitly prohibited by law or rules and regulations of government regulating agencies such as the Department of Agriculture, Department of Health, Department of Social Welfare Development and Department of National Defense.

3.13. Provisional Goods Declaration — shall refer to the lodgment of goods by a declarant who does not have all the information or supporting documents required to complete the goods declaration. Provided, that it substantially contains the necessary information required by the Bureau and the declarant undertakes to complete the information or submit the supporting documents within forty-five (45) days from the filing of the Provisional Goods Declaration, which period may be extended by the Bureau for another forty-five (45) days for valid reasons.¹¹

3.14. Regulated Importation — shall refer to goods which are subject to regulation which shall be imported only after securing the necessary goods declaration, clearances, licenses, and any other requirements, prior to importation. In case of importation, submission of requirements after arrival of the goods but prior to

¹¹ cf. CMTA, Title IV, Chapter 1, Section 403.



release from customs custody shall be allowed but only in cases provided for by governing laws or regulations.¹²

3.15. Relief — shall refer to the act of providing interventions to alleviate, ease and/or mitigate a distressed and/or critical situation affecting persons, families, groups or communities.¹³

3.16. Relief Consignment — shall refer to importation of relief goods not subject to taxes and duties, such as but not limited to food, medicine, equipment and materials for shelter, vehicles and other means of transport, donated or leased to government institutions and accredited private entities for distribution to the affected population or for use during relief and rescue operations in disaster-affected areas.¹⁴

3.17. Response Period — shall refer to the period of at least one (1) month from the declaration of the state of calamity or as decided by National Disaster Risk Reduction Management Council (NDRRMC), whichever comes first, in order to provide immediate assistance to maintain life, improve health and support the morale of the disaster-affected population.¹⁵

3.18. Restricted Importation — except when authorized by law or regulation, the importation of the following restricted goods are prohibited:¹⁶

- a. Dynamite, gunpowder, ammunitions and other explosives, firearms and weapons of war, or parts thereof;
- b. Roulette wheels, gambling outfits, loaded dice, marked cards, machines, apparatus or mechanical devices used in gambling or the distribution of money, cigars, cigarettes or other goods when such distribution is dependent on chance, including jackpot and pinball machines or similar contrivances, or parts thereof;
- c. Lottery and sweepstakes tickets, except advertisements thereof and lists of drawings therein;
- d. Marijuana, opium, poppies, coca leaves, heroin or other narcotics or synthetic drugs which are or may hereafter be declared habit forming by the President of the Philippines, or any compound, manufactured salt, derivative, or preparation thereof, except when imported by the government of the

¹² cf. CMTA, Title I, Chapter 3, Section 117.

¹³ cf. DSWD Administrative Order No. 53-2003.

¹⁴ cf. CMTA, Title I, Chapter 4, Section 120 and Section 121.

¹⁵ NDRRMC Memorandum Circular No. 158, Series of 2017 "Enhanced Policy Guidelines on the Philippine International Humanitarian Assistance (PIHA)".

¹⁶ CMTA, Title I, Chapter 3, Section 119.



- Philippines or any person duly authorized by the Dangerous Drugs Board, for medicinal purposes;
- e. Opium pipes or parts thereof, of whatever material; and
 - f. Any other goods whose importation are restricted.

The restriction to import the above stated goods shall include the restriction on their transit.

3.19. Security — shall refer to any form of guaranty, such as a surety bond, cash bond, standby letter of credit or irrevocable letter of credit, which ensures the satisfaction of an obligation to the Bureau.¹⁷

3.20. State of Calamity — shall refer to a condition involving mass casualty and/or major damages to property, disruption of means of livelihoods, roads and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazard officially declared by the appropriate authority pursuant to Section 16 of Republic Act No. 10121.¹⁸

Section 4. General Provisions.

4.1. Duty and Tax Treatment of Relief Consignments. Donated or leased Relief Consignment entered during national or local state of calamity shall be exempt from payment of duties and taxes.¹⁹

4.2. Conditions for Availment. In order to avail of the privilege, the donations of Relief Consignments must satisfy the following conditions:

4.2.1. For food, medicines, medical supplies, clothing and other in-kind donations:

- a. It must be donated only to a Qualified-Donee;
- b. It must be imported only during a state of national or local calamity; and
- c. It must be for free distribution or use of the affected population or calamity victims in the area.

¹⁷ CMTA, Title I, Chapter 2, Section 102 (mm).

¹⁸ cf. Republic Act No. 10121 "An Act Strengthening the Philippine Disaster Risk Reduction and Management System, Providing for the national disaster risk reduction and management framework and institutionalizing the national disaster risk reduction and management plan, appropriating funds thereof and for other purposes", Section 3 (II).

¹⁹ cf. CMTA, Title I, Chapter 4, Section 121.

4.2.2. For equipment and materials for shelter:

- a. It must be intended for a specific calamity or disaster-affected area during relief and rescue operation; and
- b. It must be leased only to government institutions or registered, licensed or accredited private entities in relation to Section 7 of this JAO.

4.2.3. Entry of Regulated Relief Consignments shall be allowed subject to clearance by the concerned regulatory agencies. Prohibited and restricted importation sent as Relief Consignments, however, shall be automatically seized and proceeded against in accordance with existing customs laws, rules and regulations.

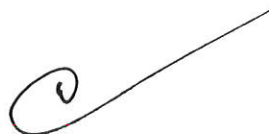
4.3. Philippine International Humanitarian Assistance Reception Center-One-Stop-Shop (PIHARC-OSS) Facility.

4.3.1. The Philippine International Humanitarian Assistance Reception Center - One-Stop-Shop (PIHARC-OSS) Facility created under NDRRMC Memorandum Circular No. 158, series 2017, is adopted as the facilitation center for relief consignment.

The PIHARC-OSS shall be directly responsible for the facilitation of the issuance of permits, licenses, documentations and entitlement of entry as Relief Consignments including their expedited release from customs custody. Further, the representative of the DOF-Revenue Office of the PIHARC-OSS shall be directly responsible for the facilitation of the grant of the tax and duty exemption of Relief Consignments.

4.3.2. In addition to the functions provided under the NDRRMC Memorandum Circular No. 158, series 2017, the Head of the PIHARC-OSS shall coordinate with other government agencies concerned in the processing and documentation of the relief consignment to effect the expedited release from customs custody.

4.3.3. Unless otherwise determined by PIHAC, the main PIHARC-OSS facility shall be set up at the Ninoy Aquino International Airport (NAIA) customhouse. Satellite OSS facilities may also be established in other ports of entry having the facilities to receive the shipments and in close proximity to the area where the state of calamity exists.



4.3.4. Within twenty-four (24) hours from the activation of the PIHARC-OSS, the different government agencies concerned must send their authorized representatives to the ports where the PIHARC-OSS facilities are identified to operate.

4.3.5. The operations of the PIHARC-OSS shall be on a twenty-four hour (24) basis, seven (7) days a week during the response period and with full personnel complement.²⁰

4.4. Authorized Name of Consignee. The Donee shall, by default, be the consignee and must be registered with the BOC's Client Profile Registration System (CPRS) except in extreme situations as may be determined by the PIHARC.

4.5. List of Priority Goods and Expiry Dates. The NDRRMC shall provide a list of priority relief goods needed in disaster-affected areas to be posted in the NDRRMC website or bulletins for the guidance of the prospective donors.

Foodstuff, medicines, and other health-related products for donation must have their respective expiration dates indicated on their packaging and in the packing list. The NDRRMC and other agencies concerned must inform prospective donors that said kind of donation must have an expiration date of not less than one (1) year at the time of their importation.

4.6. Prohibited Donations. The following shall not be allowed for donations:

- a. Used clothing, unless authorized by the DSWD;²¹
- b. Infant formula, breast milk substitute except for milk used for therapeutic purposes, feeding bottles and artificial nipples and teats, unless with approval of the DOH per Executive Order (EO) No. 51, series of 1986;²²
- c. Those coming directly or indirectly from the tobacco industries whether in cash or in-kind;²³
- d. Vehicles except special purpose vehicles to be used for relief, search and rescue operations;²⁴ and

²⁰ cf. CMO No. 08-2013, Section III.2.

²¹ Republic Act No. 4653 "An Act to Safeguard the Health of the People and Maintain the Dignity of the Nation by Declaring it a National Policy to Prohibit the Commercial Importation of Textile Articles Commonly Known as Used Clothing and Rags".

²² cf. DOH Department Administrative Order No. 07-2017, Section VI (c); Executive Order No. 51 s. 1986 "Adopting A National Code Of Marketing Of Breastmilk Substitutes, Breastmilk Supplements And Related Products, Penalizing Violations Thereof, And For Other Purposes."

²³ Provided under the Framework Convention on Tobacco Control (FCTC).

²⁴ cf. CMTA, Title I, Chapter 4, Section 120.



- e. Other goods that may be ineligible for donations under existing laws or regulations.

Section 5. Processing and Clearance of Relief Consignments during National State of Calamity.

5.1. Processing at PIHARC-OSS.

5.1.1. Prior to arrival of the shipment, the Donor, Donee or its duly authorized representatives shall inform in writing the PIHARC-OSS thru the DFA of the incoming donation.

5.1.2. The following requirements shall be submitted to the PIHARC-OSS for evaluation:

- a. Deed of Donation or Letter of Intent to Donate the Goods;
- b. Deed of Acceptance by the accredited Donee;
- c. Copy of the Single Administrative Document (SAD);
- d. Bill of Lading or Airway Bill;
- e. Itemized Packing List (for foodstuff and medicines, include expiry dates);
- f. Commercial or Non-Commercial Invoice or equivalent document (Statement of Value Invoice) e.g. *Proforma Invoice, Consignment Invoice, if available*;²⁵
- g. Written Undertaking to re-export temporarily admitted goods;
- h. English translation of the product description;
- i. Standard Operating Procedures for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations (SASOP) Form, if applicable; and
- j. Other documents that may be required by the OSS.

5.1.3. Amendment of the inward foreign manifest especially in the name of the consignee must be made prior to the submission of the required documents to the PIHARC-OSS.

5.1.4. Upon receipt of the documentary requirements, the PIHARC-OSS shall issue the completed Relief Consignment Supplemental Form (refer to Annex "A"). The form shall serve as proof of entitlement to tax and duty exemptions and clearance for release in case of regulated and restricted goods.

²⁵ cf. CMTA, Title IV, Chapter 1, Section 414.



In case a shipment does not qualify as Relief Consignment, the same shall be subject to regular customs clearance process.

5.1.5. It shall be the responsibility of the Donee to secure the necessary permit, license, clearance or authority of donated Regulated goods from the concerned regulatory agency.

5.1.6. The Donee of Relief Consignments or his authorized representative shall submit to the Bureau a fully-endorsed Relief Consignment Supplemental Form prior to release of the goods.

5.2. Simplified Cargo Clearance Process for Relief Consignments. Within twenty-four (24) hours from receipt of the Relief Consignment Supplemental Form, the Bureau shall process the release of Relief Consignment under the following simplified clearance procedure.²⁶

5.2.1. Relief Consignments shall be covered by a goods declaration and shall be processed at the Informal Entry Division or equivalent unit of the port concerned. The Bureau shall assign a procedure code specifically for Relief Consignments.

a. Lodging, registering and checking of the goods declaration and supporting documents may be done prior to arrival of the goods.

b. A provisional or incomplete goods declaration may also be filed subject to completion of the said declaration within the specified period.

5.2.2. Relief Consignments may be cleared beyond the designated business hours and outside customs premises when so required by circumstances. Any corresponding penalties and surcharges arising from the importation may be compromised conditioned on post facto confirmation of the Secretary of Finance.²⁷

5.2.3. Examination of goods may only be allowed in exceptional circumstances such as when a shipment is covered by an Alert Order. Non-intrusive inspection may also be conducted when a shipment is the subject of a derogatory information.

Section 6. Regular Processing of Relief Consignments during a Local State of Calamity. Unless the PIHARC-OSS is activated by the NDRRMC, processing of

²⁶ cf. CMTA, Title I, Chapter 4, Section 120.

²⁷ cf. CMTA, Title XI, Chapter 7, Section 1131.



Relief Consignments entered during a local state of calamity as declared by the local sanggunian shall follow the regular procedures in the processing of donations, including application for the requisite permits and licenses from the concerned regulatory agencies and the Tax Exemption Indorsement (TEI) from the DOF.

Section 7. Treatment of Leased Equipment for Relief and Rescue Operations. Leased equipment used directly for relief and rescue operations during a state of calamity shall be temporarily allowed entry, without payment of duties and taxes, subject to the following conditions:

- 7.1. The equipment shall be from foreign governments or international humanitarian organizations;
- 7.2. The lessee-consignee shall be a Philippine Government Institution or Agency, or accredited private entities involved in humanitarian assistance;²⁸
- 7.3. The lessor and lessee-consignee shall submit a joint written commitment to re-export the leased equipment after the relief and rescue operations, provided that the period for its temporary entry shall not exceed one (1) year. Provided further, That in case the lessee-consignee is an accredited private entity involved in humanitarian assistance, a Security²⁹ in an amount equivalent to the duties, taxes and other charges shall be posted, subject to applicable rules and regulations;
- 7.4. The equipment shall be fully operational and comply with the National Safety Standards;
- 7.5. The equipment shall be re-exported within the prescribed period after termination of the rescue and relief operations for which they were intended to be used. Equipment previously entered as Relief Consignments shall not be allowed entry for consumption into the domestic territory unless the proper duties, taxes and other charges have been paid.

Equipment which are not re-exported within the prescribed period or for which no payment of the proper duties, taxes and other charges has been made, as the case may be, shall be proceeded against in accordance with the provisions of the CMTA;³⁰ and

- 7.6. Compliance with other conditions and requirements as may be imposed by the government regulatory agency concerned.

²⁸ cf. CMTA, Title I, Chapter 4, Section 120.

²⁹ cf. CMTA, Title XV, Section 1507.

³⁰ cf. CMTA Title XI, Chapter 6, Section 1129 (c); Section 1113 par I (3), (4) and (5).



Section 8. Treatment of Relief Consignments Brought in by International Humanitarian Workers. Goods and equipment brought in by duly registered international humanitarian workers as accompanied baggage must be properly identified and listed whether for donation or for re-exportation.

8.1. If for outright donation, the following requirements must be presented to avail of the privilege:

- a. Duly filled up Baggage Declaration Form;
- b. Deed of Donation or Letter of Intent to Donate the Goods;
- c. Deed of Acceptance by the accredited Donee;
- d. Itemized Packing List (for foodstuff and medicines, include expiry dates);
- e. Commercial or Non-Commercial Invoice; and
- f. English translation of the product description.

8.2. If for re-exportation, the following requirements must be presented to avail of the privilege:

- a. Duly filled up Baggage Declaration Form;
- b. Itemized Packing List;
- c. Commercial Invoice or Statement of Value;
- d. Duly filled up Re-exportation Commitment (REC) Form (Annex "B") and Letter of Guaranty from the local counterpart or posted Security;
- e. English translation of the product description; and
- f. Goods previously entered under 8.2 above but are to be subsequently donated, shall be processed under Section 800 (m) of the CMTA.

Section 9. Goods for Donation under Section 800 (m) of the CMTA.

9.1. Imported goods donated to or, for the account of the Philippine government or any duly registered relief organization not operated for profit, for free distribution among the needy, upon certification by the Department of Social Welfare and Development (DSWD) or the Department of Education (DepED), or the Department of Health (DOH), as the case may be, shall be exempt from payment of import duty.






- 9.2.** Unless a special One-Stop-Shop is constituted for this purpose by the agencies enumerated under the immediately preceding paragraph, processing of donations under this Section shall follow the regular procedures in the processing of donations, including application for the requisite permits and licenses from the concerned regulatory agencies and the Tax Exemption Indorsement (TEI) from the DOF.

The following documents shall be filed with the Bureau:

- a. TEI with accompanying documents;
- b. Goods Declaration;
- c. Import Bill of Lading/Air Waybill; and
- d. Import Invoice/Packing List.

- 9.3.** In case of processing of donations through the One-Stop-Shop, the procedure for the clearance of relief goods under this JAO shall apply.

Section 10. Reportorial Requirements.

- 10.1.** All concerned government agencies involved in the distribution of Relief Consignments shall submit to the DFA a report (Annex "C") on the status, utilization and distribution of the goods within 120 working days from the deactivation of the PIHARC (OSS).

- 10.2.** The PIHARC (OSS) shall report to the Philippine International Humanitarian Assistance Cluster (PIHAC) the goods declarations lodged, processed and shipments cleared from all ports on a weekly basis with but not limited to the following information:

- a. Port of Entry;
- b. Country of Origin;
- c. Name of Donor;
- d. Name of Donee;
- e. Description of Goods;
- f. Total Volume in Kilogram;
- g. Total Value in Peso;
- h. Total Foregone Revenue; and
- i. Other information that may be required.

- 10.3.** The PIHARC (OSS) shall be assisted by a Secretariat headed by the DFA who shall prepare the necessary reports for submission to the PIHAC.



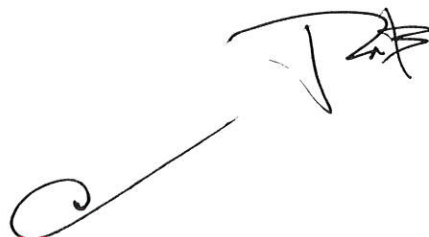


Section 11. Liability and Safeguard against Abuse. Violations of this Order committed by any person, officer or employee shall be penalized in accordance with Title XIV of the CMTA and other applicable penal provisions.

Section 12. Additional Regulations. The Bureau may issue the pertinent Customs Memorandum Order (CMO) further providing the procedures for the processing of Relief Consignments subject of this Order.

Section 13. Review. Unless otherwise provided, this Order shall be reviewed annually and amended or revised, if necessary.

Section 14. Repealing Clause. This JAO specifically amends or repeals previously issued CAOs, CMOs and other rules and regulations which are inconsistent with the provisions herein stated.



Section 15. Effectivity. This JAO shall take effect immediately after its complete publication in the Official Gazette or a newspaper of general circulation.

The Office of the National Administrative Register (ONAR) of the UP Law Center shall be provided three (3) certified copies of this JAO.



CARLOS G. DOMINGUEZ

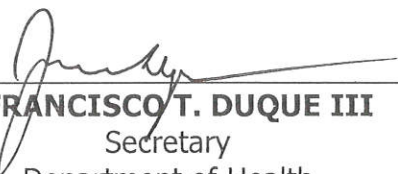
Secretary
Department of Finance

MAR 16 2020



ROLANDO JOSELITO D. BAUTISTA

Secretary
Department of Social Welfare
and Development



FRANCISCO T. DUQUE III

Secretary
Department of Health

DELFIN N. LORENZANA

Secretary
Department of National Defense
and Chairperson
National Disaster Risk Reduction
Management Council



TEODORO L. LOCSIN, JR.

Secretary
Department of Foreign Affairs



WILLIAM D. DAR, Ph.D

Secretary
Department of Agriculture

LEONOR M. BRIONES

Secretary
Department of Education



REY LEONARDO B. GUERRERO

Commissioner
Bureau of Customs

Annex "A"



THE REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

**ONE-STOP-SHOP (OSS) RELIEF
CONSIGNMENT SUPPLEMENTAL FORM**
BOC Form No. OSS-RCSF 001

SHIPMENT DETAILS	
OSS Reference No.:	BL/AWB No.:
Type/Name of Disaster: (e.g. Typhoon "Yolanda")	Port of Origin:
Donor/Shipper:	Port of Discharge:
Donee/Consignee:	Description of Goods:
	Value of Goods:

GOVERNMENT AGENCIES CONCERNED	
<i>Instruction: Put N/A if not applicable.</i>	
<p>Bureau of Customs (BOC)</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Remarks: _____</p> <p>Signature: _____</p> <p>Printed Name: _____</p>	<p>Department of Social Welfare and Development (DSWD)</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Remarks: _____</p> <p>Signature: _____</p> <p>Printed Name: _____</p>
<p>Department of Finance (DOF)</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Remarks: _____</p> <p>Signature: _____</p> <p>Printed Name: _____</p>	<p>Department of Health (DOH)</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Remarks: _____</p> <p>Signature: _____</p> <p>Printed Name: _____</p>
<p>Government Agency: _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Remarks: _____</p> <p>Signature: _____</p> <p>Printed Name: _____</p>	<p>Government Agency: _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Remarks: _____</p> <p>Signature: _____</p> <p>Printed Name: _____</p>
<p>Government Agency: _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Remarks: _____</p> <p>Signature: _____</p> <p>Printed Name: _____</p>	<p>Government Agency: _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Remarks: _____</p> <p>Signature: _____</p> <p>Printed Name: _____</p>

"Annex "B"

B. C. FORM NO. 117-A
(Per CMO 86-73)

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA INTERNATIONAL AIRPORT
PORT/AIRPORT

ORIGINAL

00282177

RE-EXPORTATION COMMITMENT

(For purposes of conditionally-free entry of taxable articles under Sec. 105-g of the Revised Tariff & Customs Code)

PASSENGER (Name, Citizenship, Passport No.)		LOCAL ADDRESS/TEL. NO.	
DATE OF ARRIVAL	FROM (Place)	DATE OF SCHEDULED DEPARTURE	TO (Place)
ARRIVED ON BOARD (Vessel/Aircraft)		LOCAL REFERENCE (Name, Address, Tel. No.)	

DESCRIPTION OF ARTICLES

VALUE

(FOR CUSTOMS USE)

ESTIMATE OF DUTIES AND TAXES:

Customs Duty P.

Compensating Tax P.

Others P.

TOTAL P.

Examiner
(Sign above printed name)

APPRAISER
(Sign above printed name)

I certify that the above-described articles are for my personal use during my stay in the Philippines and that I will bring them with me on my departure, or have them exported, within 90 days from this date. In case of default, I agree to pay the corresponding duties, taxes and other charges due thereon as required by the laws of the Republic of the Philippines.

APPROVED:

Signature of Passenger

Collector of Customs

Date

Date

CERTIFICATIONS UPON RE-EXPORTATION

ARTICLES HAND-CARRIED COVERED BY TAG/AWB/
BL: CHECKED AND VERIFIED as the same described above;
CLEARED FOR LOADING:

ARTICLES AS CLEARED were actually loaded on board
on _____, 19____
(Vessel/Aircraft)

Examiner
(Sign above printed name)

Date

Inspector
(Sign above printed name)

Date

(See Reverse Side)

Annex "C"

(Department's Logo)

RELIEF CONSIGNMENT DISTRIBUTION REPORT

As of _____

Type of Disaster: _____

Name of Organization: _____ Registration and/or License No.: _____

Address: _____ Expiration Date: _____

Bill of Lading/Airway Bill No.	Date of Arrival	Description of Goods	Quantity	Intended Beneficiary/ies	Target Area/s	Balance

Prepared by:

Certified correct by:

Name and Signature
Head of Organization

Name and Signature
Field Office Director or his/her representative

Region/Position/Date

Region/Position/Date

- *This form must be notarized*
- *Continue in separate sheet, if necessary*