



## MEMORANDUM

TO : ALL PORTS AND SUB-PORTS

FROM : **ATTY. EDWARD JAMES A. DY BUCO**  
Deputy Commissioner &  
Assessment and Operations Coordinating Group

SUBJECT : **Monitoring Report on Port Operations Activities: Vessel Arrival Information, Volume of Importation per Vessel, Bulk and Break Bulk Importation Volume and Number of Containers (TEU)**

DATE : 22 September 2020

To effectively monitor port operations activities of all Collection Districts, all ports and sub-ports are hereby directed to submit reports on the following using the attached templates:

- i. Vessel Arrival Information (*Annex A*)
- ii. Volume of Importation per Vessel (*Annex B*)
- iii. Volume of Bulk/Break Bulk Shipment (*Annex C*)
- iv. No. of Containers (TEU) (*Annex D*)

Said reports shall be on a **WEEKLY BASIS** with coverage period from Saturday (12:00 am) to Friday (11:59 pm) starting the period of September 19 to 25, 2020. It shall be submitted in excel format on the following Saturday before 9:00 am through [pocd@customs.gov.ph](mailto:pocd@customs.gov.ph). Likewise, a **MONTHLY REPORT** shall be submitted not later than the 1<sup>st</sup> week of the succeeding month in hard and soft copies.

For ease of coordination, you are also requested to submit a list of Primary and Alternate Focal person including their email address and contact details.

Failure to comply with the requested data and information will be dealt with administratively. For any questions, kindly contact Mr. Mario Miguel C. Soriano at 09173038331 and Ms. Denise A. Asantor at 09178709362.

For your immediate strict compliance.







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(NAME OF PORT/SUB-PORT)  
NUMBER OF CONTAINERS (TEU)

(Period of

DATE	DISCHARGED CONTAINERS			TRANSFERRED CONTAINERS (Transit From Another Port)	CONTAINERS RELEASED FROM PORT							CONTAINERS STILL AT PORT								
	LOADED	EMPTY	TOTAL DISCHARGED CONTAINERS		CONSUMPTION	TRANSIT	WAREHOUSING	INFORMAL	OTHERS	TOTAL RELEASED CONTAINERS	ABANDONED/OVERSTAYING CONTAINERS	FOR WITHDRAWAL (PAID, ETC)	TOTAL CONTAINERS STILL AT PORT							

Annex D