

2016\_04-008



Republic of the Philippines  
Department of Finance  
Bureau of Customs  
1099 Manila

## PORT OPERATIONS SERVICE

### MEMORANDUM

**TO :** All District Collectors and Port Collectors,  
Chiefs, Export Division and Equivalent Units

**SUBJECT :** Amendment to Memorandum dated 31 March 2016 on the  
Submission of Monthly Export Transactions and Certificate  
of Origin Utilization Report

**DATE :** April 6, 2016

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In order to properly monitor the export transactions and Certificate of Origin utilization of all ports, you are hereby requested to submit the following data in the herein attached prescribed Excel format **on or before the third working day of every succeeding month.**

Please create a book with two (2) separate Excel sheets labelled as follows:

- a) First Sheet: Exports with CO; and
- b) Second Sheet: Exports without CO

Please submit an **Excel file and a scanned signed copy** of an official transmittal addressed to the Director, Port Operations Service of the above request via email at [ecd.boc@gmail.com](mailto:ecd.boc@gmail.com) with Subject: **Export and CO Utilization Report of (Port) for (Month, Year)**; or via fax at (02) 527-4506 or (02) 527-4580 or via courier or postal service addressed to the:

**DIRECTOR**  
**PORT OPERATIONS SERVICE**  
Bureau of Customs  
Rm. 309, 3/F POM Bldg., Gate 3,  
Port Area Manila

If sent via post or courier, kindly place the soft copy of the report in a CD that is labelled accordingly.

Should you have queries, please let us know thru the contact information indicated herein.

For your strict and immediate compliance.

**VER ANGELO N. SUMABAT**  
Acting Director, Port Operations Service and,  
OIC, Export Coordination Division

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FIRST SHEET

**EXPORT TRANSACTION AND CERTIFICATE OF ORIGIN UTILIZATION REPORT**

For the Month of \_\_\_\_\_ Year \_\_\_\_\_  
 Port of \_\_\_\_\_  
 Tel/Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

| EXPORT DECLARATIONS WITH CERTIFICATES OF ORIGIN |                        |                   |                    |                |                        |                    |                     |                          |                  |                  |                             |                                 |           |
|---|------------------------|-------------------|--------------------|----------------|------------------------|--------------------|---------------------|--------------------------|------------------|------------------|-----------------------------|---------------------------------|-----------|
| No.   | Export Declaration No. | Exporter/Supplier | Consignee/Importer | Port of Origin | Country of Destination | HS Code in 8-digit | Product Description | Origin Criterion (Box 8) | Remarks (Box 13) | CO Reference No. | Free Trade Agreement        | Net Wt                          | FOB Value |
| 1   |                        |                   |                    |                |                        |                    |                     |                          |                  |                  |                             |                                 |           |
| 2   |                        |                   |                    |                |                        |                    |                     |                          |                  |                  |                             |                                 |           |
| 3   |                        |                   |                    |                |                        |                    |                     |                          |                  |                  |                             |                                 |           |
| 4   |                        |                   |                    |                |                        |                    |                     |                          |                  |                  |                             |                                 |           |
| 5   |                        |                   |                    |                |                        |                    |                     |                          |                  |                  |                             |                                 |           |
| 6   |                        |                   |                    |                |                        |                    |                     |                          |                  |                  |                             |                                 |           |
| 7   |                        |                   |                    |                |                        |                    |                     |                          |                  |                  |                             |                                 |           |
| 8   |                        |                   |                    |                |                        |                    |                     |                          |                  |                  |                             |                                 |           |
| <b>TOTAL (FTA)</b>                              |                        |                   |                    |                |                        |                    |                     |                          |                  |                  | (Total Net Wt per FTA)      | (Total FOB Value per FTA)       |           |
| <b>TOTAL EXPORTS</b>                            |                        |                   |                    |                |                        |                    |                     |                          |                  |                  | (Total Net Wt for ALL FTAs) | (Total FOB Values for ALL FTAs) |           |

**NOTE:**

1. Please include only Export Declarations with accompanying Certificates of Origin.
2. On the "No." Column, please indicate the number of transaction in series. Restart numbering to "1" for each FTA.
3. At the end of each FTA, please indicate the Total Net Wt and FOB Value, respectively.
4. At the end of the report, please indicate the Total Net Wt and FOB Value of all FTAs.

**SECOND SHEET**

| EXPORT DECLARATIONS WITHOUT CERTIFICATES OF ORIGIN |                        |                   |                     |                |                        |                    |                     |                     |                        |
|--|------------------------|-------------------|---------------------|----------------|------------------------|--------------------|---------------------|---------------------|------------------------|
| No.  | Export Declaration No. | Exporter/Supplier | Consignee /Importer | Port of Origin | Country of Destination | HS Code in 8-digit | Product Description | Net Wt              | FOB Value              |
| 1  |                        |                   |                     |                |                        |                    |                     |                     |                        |
| 2  |                        |                   |                     |                |                        |                    |                     |                     |                        |
| 3  |                        |                   |                     |                |                        |                    |                     |                     |                        |
| 4  |                        |                   |                     |                |                        |                    |                     |                     |                        |
| 5  |                        |                   |                     |                |                        |                    |                     |                     |                        |
| 6  |                        |                   |                     |                |                        |                    |                     |                     |                        |
| 7  |                        |                   |                     |                |                        |                    |                     |                     |                        |
| 8  |                        |                   |                     |                |                        |                    |                     |                     |                        |
| <b>TOTAL</b>                                       |                        |                   |                     |                |                        |                    |                     | <b>Total Net Wt</b> | <b>Total FOB Value</b> |

- NOTE:**
1. Please include only Export Declarations WITHOUT an accompanying Certificate of Origin.
  2. At the end of the report, please indicate the Total Net Wt and FOB Value, respectively of all export transactions WITHOUT an accompanying Certificate of Origin.