Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
Manila

11 December 1991

CUSTOMS MEMORANDUM ORDER
NO. 106-91

> TO: All Service Chiefs
> Collectors of Customs
> Division Chiefs
> Customs Operations Officers III
> Importers/Brokers
> And Others Concerned
>
> SUBJECT: Procedure for Conference/Dialogue with
> Importers, Brokers or their Representatives.

I. OBJECTIVES:

1. To streamline the process of appraisal and examination of imported articles; and

2. To ensure uninterrupted work of Customs Operations Officer III by removing undue influence from the transacting public.

II. ADMINISTRATIVE PROVISIONS:

1. The Deputy Collector for Administration shall provide a conference area where the Customs Operations Officer III may conduct dialogues with the importer, broker or the importer's representative.

2. The physical security function in accordance with the herein memorandum order shall be coordinated by the ESS Port Commander in coordination with the concerned Deputy Collector for Administration.

III. OPERATIONAL PROCEDURES:

1. Importers, brokers or their representatives shall not be allowed to enter and/or follow-up their import papers/documentation at the offices of Customs Operations Officer III.

2. In cases where there is a need for a dialogue/conference with the importer, broker or his representative, the Customs Operations Officer III shall notify the person concerned through a pager or

a communication facility that may be installed for the purpose, upon approval of the Chief, Formal Entry Division (FED).

3. The importer, broker or his representative and the Customs Operations Officer III shall confer at the designated area for the purpose.

4. The Customs Operations Officer III shall render a report on the conference/dialogue with the importer, broker or his representative, to the Chief, FED.
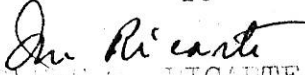
IV. EFFECTIVITY CLAUSE:

This Order shall take effect on the first working day of 1992.

| ORIGINAL SIGNED |

TOMAS V. APACIBLE
Commissioner

Certified Copy:

MARLENE G. RICARTE
Chief, CRMD