



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

08 November 2011

CUSTOMS MEMORANDUM ORDER
No. 37-2011

**SUBJECT: Guidelines on the Accreditation of Bureau of Customs
Media Practitioners**

I. SCOPE

This Order shall provide for the guidelines and procedures in the accreditation of Bureau of Customs Media Practitioners to ensure that only *bona fide* media professionals and *bona fide* media organizations are allowed entry to the Bureau of Customs to cover events therein.

II. ADMINISTRATIVE PROVISIONS

The Chief, Public Information and Assistance Division (PIAD) shall be directly responsible for the approval/revocation of accreditation of Bureau of Customs media practitioners.

The Chief, PIAD shall submit to the Office of the Commissioner a list of all accredited media practitioners.

III. OPERATIONAL PROVISIONS

III.1 Requirements for Accreditation

a. Publication

1. Completed Application Form;
2. For partnerships and corporations, Certified True Copy of Securities & Exchange Commission (SEC) Registration, Articles of Partnership/Incorporation, By-Laws and latest General Information Sheet;
3. For sole proprietorships, Certified True Copy of Department of Trade & Industry (DTI) Registration;
4. Certified True Copy of Mayor's Permit;
5. Certified True Copy of Bureau of Internal Revenue (BIR) Certificate of Registration;
6. Publisher's Association of the Philippines, Inc. Certificate of Registration;

7. Proof that the publication has been consistently in circulation for at least six (6) months;
8. Proof that the publication has a weekly circulation of at least 3,000 copies;

b. Reporters/Writers/Photographers

1. Completed Application Form;
2. Letter of Assignment on Official Letterhead of a Media Organization/Publication signed by the Publisher or Editor-in-Chief indicating the name and duration of assignment of the reporter/journalist/writer/photographer;
3. Bureau of Internal Revenue (BIR) Identification Card;
4. Print media representatives are required to submit two articles published within the past month and a copy of the publication;
5. Radio and Television representatives are required to submit two recordings of reports broadcast within the past month;
6. Photographers are required to submit original photographs published within the past month and a copy of the publication;

III.2.1 Accreditation Procedure

1. All applications shall be submitted to the Office of the Public Information and Assistance Division (PIAD);
2. Within 5 days from the submission of the complete requirements, the Chief, PIAD shall issue the Bureau of Customs Identification Card to the accredited media practitioner.

III.2.2 Issuance of Ad Hoc Passes

1. Columnists shall be granted visitation pass to enter the BOC premises and conduct media rounds whenever necessary;
2. Columnists must provide clear documentation that they are on assignment from a specific news organization or publication;
3. Issuance of the special visitation pass shall be done through the PIAD;

IV. TERMS AND CONDITIONS

- a. The Editorial Content of the publication must at all times be compliant to the Philippine Journalist's Code of Ethics;
- b. BOC accredited media organizations/publications shall be allowed a maximum of three (3) media professionals to cover the Customs beat;
- c. Bureau of Customs (BOC) issued media IDs must always be worn while inside the BOC premises;
- d. The NO I.D., NO ENTRY policy shall be strictly enforced;
- e. In order to avoid disruption of work, media interviews with BOC officials and employees must be pre-arranged with the PIAD;
- f. Loitering within the BOC premises without the necessary access pass from PIAD shall be strictly prohibited;

- g. The accreditation granted pursuant to this Order shall be non-transferable;
- h. Any information the accredited media practitioner obtains by virtue of his/her accreditation will only be used for *bona fide* news reporting;
- i. The BOC reserves the right to identify areas where media access shall be restricted so as not to disrupt the operations of the Bureau. Accredited media practitioners shall be allowed access to these restricted areas only with express permission from concerned authorities.

V. REVOCATION/CANCELLATION OF ACCREDITATION

V.1 Grounds

- a. Violation of any of the guidelines as set forth in this Order;
- b. Violation of the Philippine Journalist's Code of Ethics;
- c. Use of accreditation privileges in transacting with the BOC;
- d. Wilfully allowing another person to use his/her BOC issued ID;
- e. Other offenses similar to the foregoing.

V.2 Procedure

- a. A valid complaint against any BOC accredited media practitioner/publication must be filed by any interested party with the Office of the PIAD;
- b. The complaint shall be forwarded to the Grievance Committee composed of the following:
 - 1. Chief, PIAD;
 - 2. Representative from the Legal Service; and
 - 3. Representative from the Office of the Commissioner.
- c. The Committee shall set the case for hearing within five (5) days from receipt of the complaint;
- d. After due notice and hearing, the Committee shall render a Decision on the basis of the evidences presented;
- e. Notice of the Decision shall be sent to the concerned parties;
- f. Revocation of the accreditation of the media practitioner shall result in the confiscation of his/her BOC issued I.D.

VI. EFFECTIVITY

This Order shall take effect immediately and shall last until revoked.

Rozzano Rufino B. Biazon
ROZZANO RUFINO B. BIAZON
 Commissioner

