



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

23 April 1992

Customs Memorandum Order
No. 45-92

TO: District Collectors, POM, MICP and NAIA
Chief, Financial and Management Office
Chief, Mgmt. Info. and Data Systems Div. (MIDSD)

SUBJECT: Clearance Process Monitoring System (CPMS)

I. OBJECTIVE:

To ensure that import clearance process is accomplished within the acceptable and reasonable period of time.

II. GENERAL PROVISION:

A Processing Report Form (PRF) illustrated in Annex A of this order shall be filed with the import entry declaration/ Special Permit to Transfer (SPT) documents.

III. OPERATIONAL PROCEDURES:

1. The Entry Processing Division shall fill-up the boxes in step no. 1 of the PRF;

Date & Time In - after checking the completeness and authenticity of the documents

Date & Time Out - immediately before forwarding the documents to the Formal Entry Division

2. The Examiner/Appraiser, Formal Entry Division shall fill-up the boxes in step no. 2 of the PRF;

Date & Time In - immediately before assessment of the imported goods

Date & Time Out - before forwarding the documents to the next office and/or official

3. For import entry declaration/SPT referred by the Examiner/Appraiser due to detected discrepancy and/or requiring clearance(s), the officers/officials shall fill-up their respective boxes as provided in step no.3 of the PRF;
4. The Collection Division shall fill-up the boxes in step no. 4 of the PRF;

Date & Time In - upon receipt of the documents from the office where it came from

Date & Time Out- before forwarding the PDIG/SPT/Gatepass documents to Piers and Inspection Div. (POM and MICP) or Bonded Warehouse Unit (NAIA)

5. The Piers and Inspection Division/Bonded Warehouse Unit shall fill-up the boxes in step no. 5 of PRF;

Date & Time In - upon receipt of documents from the Collection Division

Date & Time Out- after effecting the release of the shipment

6. The Data Monitoring Units(POM and MICP)/Data Monitoring Division(NAIA) shall compute and tabulate processing time on the basis of the accomplished PRF and thereafter prepare a graphical presentation of the results on a weekly basis;

(Formats of the tabulation and graph are provided in Annexes B and C).

7. Every Monday of the following week, the Customs District shall submit to the Office of the Commissioner (Thru: MIDSD) copies of the tabulation and graphs; and,
8. The MIDSD shall consolidate the results of the Districts and present the same in tabular and graphical forms during the Commissioner's Staff Meeting.

REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF FINANCE
 BUREAU OF CUSTOMS
 DISTRICT NO. _____

ANNEX A

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PROCESSING REPORT FORM (PRF)

ENTRY SERIAL NO. _____

IMPORTER : _____ BROKER : _____

AIRCRAFT/VESSEL : _____ VOY NO: _____ REG NO : _____

BILL OF LADING NO : _____

CARGO DESCRIPTION : _____

1. ENTRY PROCESSING DIVISION

IN		OUT	
DATE	TIME	DATE	TIME

SIGNATURE: _____

FORMAL ENTRY

IN		OUT	
DATE	TIME	DATE	TIME

SIGNATURE: _____

3. FOR ENTRIES W/ DISCREPANCIES/CLEARANCE

ASST CHIEF/CHIEF FED

IN		OUT	
DATE	TIME	DATE	TIME

SIGNATURE: _____

DEF. COLL. FOR ASSESSMENT

IN		OUT	
DATE	TIME	DATE	TIME

SIGNATURE: _____

COLLECTOR

IN		OUT	
DATE	TIME	DATE	TIME

SIGNATURE: _____

4. COLLECTION DIVISION

IN		OUT	
DATE	TIME	DATE	TIME

SIGNATURE: _____

5. PIERS & INSPECTION DIVISION/BWD

IN		OUT	
DATE	TIME	DATE	TIME

SIGNATURE: _____

INSTRUCTION

1. THIS FORM SHALL BE FILED TOGETHER WITH THE IMPORT ENTRY/SPT.
2. OTHER OFFICE/S WHEREIN THE ENTRY SHALL PASS FOR PROCESSING SHALL STAMP AT THE SPACE BELOW PID/BWD.
3. FILL-UP ITEM NO. 3, FOR ENTRY DECLARATION W/ DISCREPANCY AND/OR

3

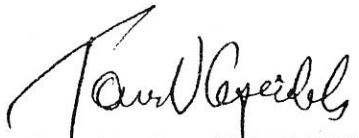

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III. REPEALING CLAUSE:

Any regulation/order inconsistent herewith are hereby repealed and/or modified accordingly.

IV. EFFECTIVITY/COVERAGE:

This order shall be observed in all Formal import entry declaration/SPT filed starting the first working day of May 1992.


TOMAS V. APACIBLE
Commissioner 

CMO-45-92

(SAMPLE ONLY)

ANNEX B

CLEARANCE PROCESS MONITORING SYSTEM

TITLE: Statistical Analysis Report of Clearance Process Time

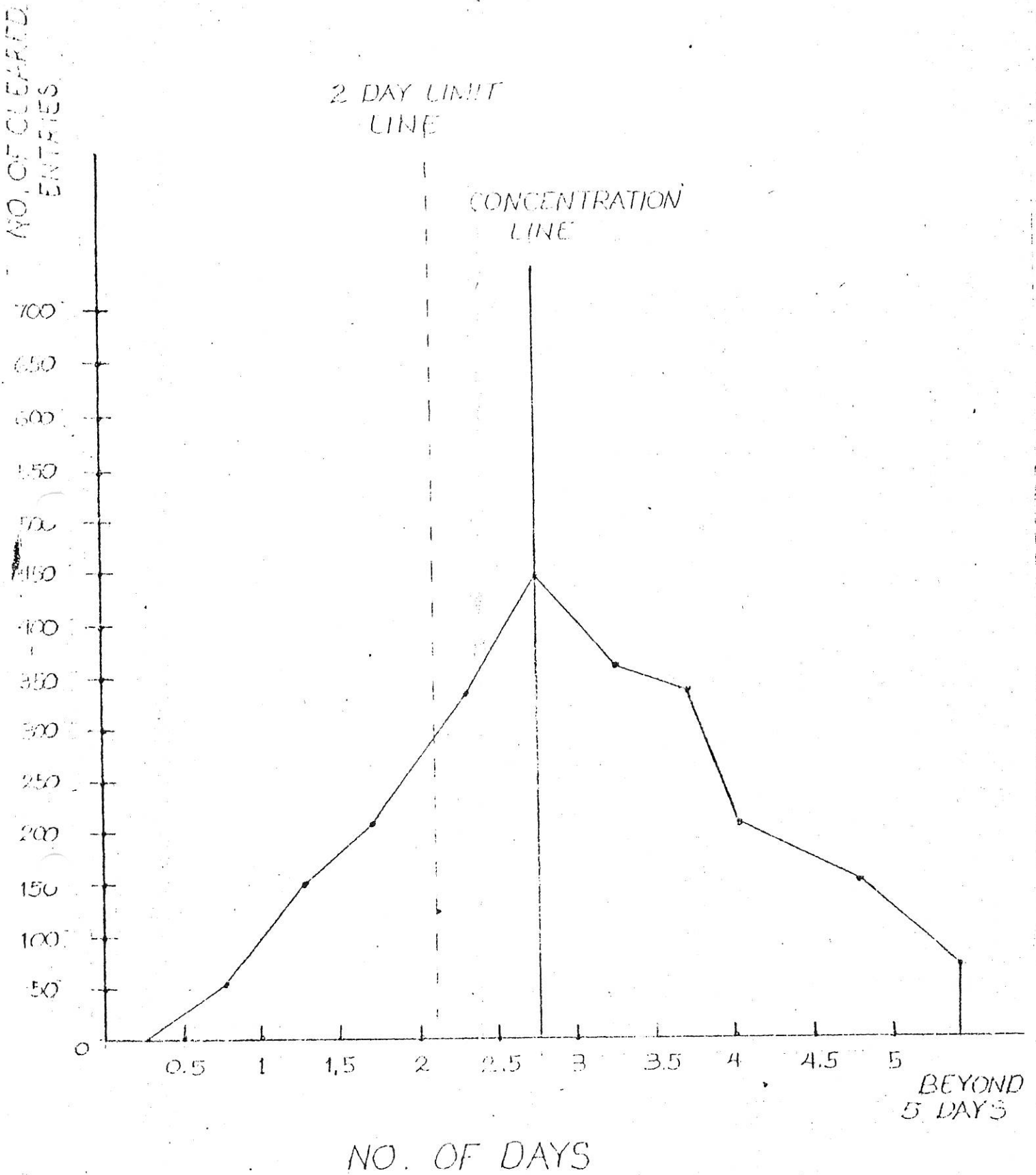
DISTRICT: _____

PERIOD COVERED: _____

CLEARING TIME/PERIOD	NO. OF ENTRIES CLEARED	RUNNING TOTAL
Below 1 day		
1 - < 1.5 days		
1.5 - < 2 days		
2 - < 2.5 days		
2.5 - < 3 days		
3 - < 3.5 days		
3.5 - < 4 days		
4 - < 4.5 days		
5 - Beyond 5 days		
=====		
TOTAL NO. OF CLEARED ENTRIES:	_____	
AVE. NO. OF DAY/ENTRY:	_____	
NO. OF ENTRIES CLEARED WITHIN 2 DAYS:	_____	
NO. OF ENTRIES CLEARED BEYOND 2 DAYS:	_____	
OTHER MEASURE(S):	_____	
(Indicate specific measure)	_____	
_____:	_____	
_____:	_____	
_____:	_____	

CLEARANCE PROCESS MONITORING SYSTEM

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5"