

2017-11-023



Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
1099 Manila

**MASTER COPY**

**MEMORANDUM**

**TO :** The Deputy Commissioners:  
Intelligence Group  
Enforcement Group  
Assessment & Operations Coordinating Group  
All District Collectors  
Division Chiefs:  
Law Division  
Pier and Inspection Division  
Auction and Cargo Disposal Division  
X-ray Inspection Project (XIP)  
Account Management Office (AMO)

**FROM :**   
**ISIDRO S LAPEÑA. PhD, CSEE**  
Commissioner

NOV 08 2017



**SUBJECT :** **MANDATORY SUBMISSION OF DATA TO RISK MANAGEMENT OFFICE**

**DATE :** 07 November 2017

To effectively strengthen and perform the mandate imposed upon the Risk Management Office (RMO) under Executive Order No. 836, in relation to Customs Administrative Order No. 6-2009, the following offices are hereby directed to **furnish** copies of the documents to the Risk Management Office on a weekly basis. Submission of documents must be made every Monday regarding the previous week's report.

- |  |   |   |
|--|---|---|
| 1. Deputy Commissioners, IG, EG and -<br>the District Collectors | - | Copy of all the alert orders issued and corresponding Examiner's report |
| 2. Deputy Commissioner, AOCG                                     | - | Load Port Survey Report of the Vessels                                  |
| 3. Pier and Inspection Division                                  | - | Inward foreign manifests with attached stowage plan;                    |
| 4. Law Division (ALL PORTS)                                      | - | Alerted shipments with issued Warrant of Seizure and Detention;         |
| 5. Auction and Cargo Disposal Division                           | - | Condemnation Report;  |

6. District Collectors - List of all established/renewed Customs Bonded Warehouse in their districts;
7. X-ray Inspection Project - X-ray Reports on shipments tagged as RED; and
8. Assessment Division ( ALL PORTS)- Examiner's Report/Findings on shipments tagged as RED.
9. Accounts Management Office (AMO) -
  - List of newly accredited/registered Importers & Customs Brokers;
  - List of importers & customs brokers who renewed their accreditation / registration; and
  - List of Suspended Importers and Customs Brokers

The above officers concerned are hereby reminded of Republic Act 6713 " Code of Conduct and Ethical Standards for Public Officials and Employees", section 4 paragraph (b) "Professionalism", requiring the public officials and employees to perform and discharge their functions and duties; section 5 paragraph (a) requiring the public officials to act promptly on letters and requests; and other laws governing the conduct of public officials and employees regarding their functions and duties.

For strict and prompt compliance.