

2014-10-011



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

**OFFICE OF THE COMMISSIONER**

**MEMORANDUM**

**To :** All Deputy Commissioners  
All Service Directors  
All District Collectors  
All Support Collectors  
All Deputy Collectors for Assessment  
All Chiefs, Formal Entry Division or Equivalent Unit  
All Others Concerned

**FROM :** John P. Sevilla  
Commissioner

**SUBJECT :** Implementation of Customs Memorandum Order  
No. 21-2014 on Procedures for the Issuance and Lifting of  
Alert Orders for Formal Entries filed in the E2M System

**DATE :** 08 October 2014

With reference to the implementation of Customs Memorandum Order No. 21-2014 on the Procedures for the Issuance and Lifting of Alert Orders for Formal Entries filed in the E2M System, please be informed that each Alerting Officer (as specified in Section C.1 of the above mentioned CMO) and/or their authorized representative/s shall obtain an E2M User ID and Password from Mr. Gil K. Manlapaz, Jr. of the Management Information System and Technology Group. Kindly send your request to Mr. Manlapaz at Mobile No. 09158634000/ Landline No. 7056000 and Email Addresses: [Helpdesk1@customs.gov.ph](mailto:Helpdesk1@customs.gov.ph)/ [Helpdesk2@customs.gov.ph](mailto:Helpdesk2@customs.gov.ph).

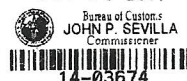
For inquiries and clarifications, please contact the following OCOM personnel:

Name	Contact Information	Area of Concern
Joel C. Laguerta	Mobile No.: (0917) 8771876 Email Add.: <a href="mailto:j.laguerta.boc@gmail.com">j.laguerta.boc@gmail.com</a>	Implementation of the CMO
Francis Benedict V. Mercado	Contact Nos.: (0917) 6283989 / (02) 5271935 Email Add.: <a href="mailto:francismercado07@yahoo.com">francismercado07@yahoo.com</a>	Excel and calculations
Evelyn S. Te	Contact Nos.: (0915) 2561737 / (02) 5271935 Email Add.: <a href="mailto:alertlog.ocom@gmail.com">alertlog.ocom@gmail.com</a>	Submission of copies of required forms

Further, the electronic copy of the Alert Order Report Form (Annex "A" of the CMO) shall be sent to your port's respective email addresses on or before 03 November 2014. If you do not receive the electronic copy by then, kindly inform Ms. Evelyn S. Te through the contact information listed above.

For your information and compliance.

  
**JOHN P. SEVILLA**  
Commissioner



14-03674  
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