



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
MANILA

26 January 1996

CUSTOMS MEMORANDUM ORDER  
NO. 3-96

TO : The Service Chiefs  
All Division/Unit/Section Chiefs  
ESS/CIIS

SUBJECT : CUSTOMS MANAGER'S MANUAL-CIU

**I. OBJECTIVES**

To provide the respective Service Chiefs of ESS and CIIS, and all their Division/Unit/Section Chiefs with a manual containing policies, procedures, and information pertinent to their functions which are complementary to the Customs Intelligence Unit (CIU).

**II. GENERAL PROVISIONS**

- 2.1 The provisions of this Customs Manager's Manual shall have the force and effect of a Customs Memorandum Order.
- 2.2 Upon the effectivity of this Order, any other existing Customs Memorandum Order, Circular or Issuance inconsistent herewith shall be deemed amended and/or modified accordingly.
- 2.3 Any customs official who has knowledge of any provision of law, rule or regulation inconsistent with said manager's manual must report the same to the CMD Revision Committee under 3.1, at the earliest time possible.
- 2.4 A personal copy of the Customs Manager's Manual will be furnished respective Service Chiefs of ESS and CIIS and all their Division/Unit/Section Chiefs.
- 2.5 Service Chiefs of the ESS and CIIS will be responsible for the proper use of the manual by their supervisors.
- 2.6 Any violation of the provisions of the manual shall be construed as a violation of reasonable office regulations and as such, the offender will be dealt with accordingly.

III. ADMINISTRATIVE PROVISIONS

3.1 There is hereby created a CMD REVISION COMMITTEE the main function of which is to update the manager's manual. The composition of the Committee is as follows:

CO-CHAIRMAN

\* Respective Service Chiefs, ESS/CIIS

MEMBERS

Chief, Intelligence Division, CIIS  
Chief, Investigation Division, CIIS  
Chief, Customs Police Division, ESS  
Chief, Intelligence Office, ESS

3.2 The functions of the above Revision Committee are as follows:

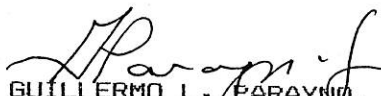
3.2.1 To review all CAO's, CMD's and other lawful issuances that may be issued after the effectivity of this Order, evaluate their significance/effect on the manual and submit its recommendations to the Commissioner of Customs in relation thereto.

3.2.2 On a quarterly basis, conduct a manual review workshop composed of and in consultation with representatives from all concerned offices in order to arrive at revision recommendations for submission to the Commissioner of Customs.

3.2.3 Upon approval of the revisions by the Commissioner, to ensure the proper dissemination of the same and inclusion/insertion in the issued manuals.

3.3 The Chief, Budget Division shall ensure that funds from the Bureau's appropriation are available for printing/reproduction of the manager's manual and revision orders.

IV. This Order shall take effect February 05, 1996.

  
GUILLERMO L. PARAYNO, JR.  
Commissioner