



Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
Collection District II-B

**MANILA INTERNATIONAL CONTAINER PORT**

25 January 1993

CUSTOMS MEMORANDUM ORDER  
NO. 4-93

The District Collectors of Custom MICP & POM  
All Shipping Lines  
The President, Association of International  
Shipping Lines, Inc.  
The Officers-In-Charge of the Data Monitoring  
Units, MICP & POM, and  
All Others Concerned

SUBJECT: Implementing guidelines for Customs  
Administrative Orders 4-82 and 1-93

1.0 OBJECTIVES

- 1.1 To effectively implement the provisions of CAO No. 4-82 as amended by CAO No. 1-93.
- 1.2 To define the procedures concerning the submission, distribution and processing of the Inward Foreign Manifest (IFM) manifest data.
- 1.3 To safeguard the integrity of information contained in the IFM diskette media.
- 1.4 To facilitate trade and at the same time, provide adequate security to government revenue.

2.0 ADMINISTRATIVE PROVISIONS

- 2.1 Data Monitoring Units (DMU) have been created at the POM and MICP to implement the automated manifest clearance process.

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- 2.2 The diskette containing the IFM data shall be delivered in a brown envelope. The envelope shall be sealed by a packaging tape and duly signed by the shipper's authorized representative.
- 2.3 The names of the shipping lines' authorized representative(s) and their specimen signatures shall be provided to the DMU of the port where their ships call.
- 2.4 In case of computer breakdown, the automated system shall revert into the manual procedure. The computer files shall, however, be updated upon resumption of computer operation.

### 3.0 OPERATIONAL PROVISIONS

- 3.1 The shipping line/agent shall submit the following:
  - 3.1.1 Within an hour after boarding formalities, three(3) copies of the IFM (hardcopy) to PID for distribution to the following offices:
    - a. District Collector of Customs
    - b. Entry Processing Division
    - c. Resident Auditor
  - 3.1.2 A copy of the same IFM in diskette medium shall be submitted to the DMU on or before submission of the IFM hardcopy.
- 3.2 The DMU, upon submission of the IFM data in diskette, shall:
  - 3.2.1 Physically check the envelope containing the diskette, and make sure that the seal is intact.
  - 3.2.2 Conduct technical acceptability test before acknowledging receipt thereof. An Evaluation Slip (shown as Annex I) shall be issued thereafter.

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The acceptability test evaluates the IFM diskette/file in terms of compliance with the technical specifications provided in Annex "A" of CAO No. 1-93, record count and virus-free check.

- 3.2.3 Verify the authenticity/veracity of the diskette data against the hardcopy. Discrepancies, if any, shall be immediately reported to the District Collector for appropriate action.
  - 3.2.4 On the basis of a duly-approved Amendment to the Manifest, modify IFM computer record. A weekly record of modifications shall be provided to the District Collector.
  - 3.2.5 In cases where the Consolidation Manifest is still in the hardcopy, input the data therein to the computer.
  - 3.2.6 Provide the office of the Commissioner copy of all IFM diskettes, including the Consolidation Manifest data, submitted by the shipping lines on a daily basis.
- 3.3 The Entry Processing Division shall match the data in the Import Entry document presented by the importer/agent against the IFM computer screen display and shall input the following data from the declaration accordingly:
- 3.3.1 Manifest Computer Clerk
    - Entry/Procedures Type
    - Entry Document Serial Number
    - PDIG/Boatnote No.
    - Name of Broker
    - Declared Quantity and weight
    - Name of the Manifest Clerk
  - 3.3.2 Releasing Computer Clerk
    - Declared/Invoice Value
    - Total Freight Charges
    - Date of Filing

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- Entry/Permit No.
- Name of the Document Processor
- Name of the Releasing Computer Clerk

3.4 The DMU shall generate a report on un-entered [overstaying] shipments to be submitted to the District Collector for appropriate action.

#### 4.0 REPEALING CLAUSE

Any issuances contradictory or inconsistent with this Order is hereby deemed revoked or modified accordingly.

This Order shall take effect 01 February 1993.

  
GUILLERMO L. PARAYNO, JR.  
Commissioner

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ANNEX I

Reference No: \_\_\_\_\_

TRANSMITTAL RECEIPT \*  
(To be accomplished by Operator/Shipping Agent)

Operator: \_\_\_\_\_

Shipping Agent: \_\_\_\_\_

Registry No.: \_\_\_\_\_ Vessel/Voyage No.: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Number of B/L Records: \_\_\_\_\_

Prepared By: \_\_\_\_\_  
Sign over printed name

Delivered By: \_\_\_\_\_  
Sign over printed name

Date Submitted: \_\_\_\_\_

DISKETTE ACCEPTABILITY TEST  
(To be accomplished by BOC/DMU personnel)

Envelope Seal  - Intact  - Broken

Virus Scan  - W/ Virus  - W/OUT Virus

Record Count  - Tally  - Does not Tally

Remarks (if any):

Received By: \_\_\_\_\_  
Sign over printed name

Date and Time Received: \_\_\_\_\_

\* To be accomplished in duplicate form