



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

**DEC 13 2000**

Date

**Customs Memorandum Order**

No. 20-2000

To: The Deputy Commissioner - MISTG  
The Directors - Financial Service & Collection Service  
The District Collectors - POM, MICP and NAIA  
The Chiefs, Collection Divisions - POM, MICP and NAIA  
The Chief - Revenue Accounting Division  
Others Concerned

Subject: **Implementation of an Electronic Support Procedure in the Processing and Monitoring of Advance Payment Utilization**

**1. OBJECTIVES**

- 1.1. To install a preventive measure against erroneous utilization in the processing of advanced duty payments.
- 1.2. To provide an on-line/electronic facility in the verification and updating of advanced duty payments and balances.

**2. SCOPE**

This procedure shall be implemented by the Collections Divisions of the Port of Manila, Manila International Container Port and NAIA Customhouse, and Revenue Accounting Division (RAD) of the Financial Service - Office of the Commissioner in processing payments under Import Entry Declaration (IED)/Advanced Duty Payment.

1

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### 3. GENERAL PROVISIONS

3.1. The Management Information System Technology Group (MISTG) shall set up a secured channel within the BOC E-Mail Exchange Facility that will enable the Collection Divisions and RAD to view, post and update advanced duty payment information electronically. This facility shall be termed "IED/Advance Payment Support System" or "I/APSS". The MISTG shall conduct training for the duly designated personnel of RAD and the Collection Divisions who shall be the operators of the I/APSS system in their respective offices.

3.2. The Revenue Accounting Division shall be responsible for the following:

- 3.2.1. Creation/Maintenance/Update of the Advance Duty File in the I/APSS system;
- 3.2.2. Up-to-date posting of utilized IED in the I/APSS;
- 3.2.3. Maintenance of a master file of all IEDs received from POM, MICP and NAIA;
- 3.2.4. Up-to-date monitoring of refunded unutilized IEDs; and,
- 3.2.5. Weekly reporting of all utilized IEDs.

3.3. The concerned Collection Division shall be responsible for the following actions related to IED utilization:

- 3.3.1. Up-to-date posting of matched IED in the I/APSS;
- 3.3.2. Verification of the IED with multiple utilization using the I/APSS;
- 3.3.3. Generation of end-of-day utilized IED(matched and tagged) in the Payment Abstract Secure system (PAS);
- 3.3.4. Archiving of more than 12-month old IED records in the PAS system;
- 3.3.5. Maintenance of the IED file downloaded from AAB's thru the PAS system.

3.4. The concerned District Collector and the Director- Financial Service, respectively, shall designate personnel who will perform the respective functions described in the Operational Provisions.



2  
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#### 4. OPERATIONAL PROVISIONS

Notwithstanding the following provisions, the existing memorandum orders pertaining to processing of advanced duty payment shall remain in force.

##### 4.1. Creation of Advance Duty Payment File in the I/APSS system

The Revenue Accounting Division shall create the Advance File in I/APSS immediately upon receipt of the advanced duty payment information transmitted by AAB to the Bureau through the PAS system. The Advance File shall be posted to the Advance Payment Verification (APV) Folder wherein the following naming convention will be generated by the system, i.e. "Imddbhmm":

Legend: I - prefix

m - month ("1" for January, "2" for February, "3" for March, "4" for April, "5" for May, "6" for June, "7" for July, "8" August, "9" for September, "A" for October, "B" November, "C" for December)

dd - day

hh - hour

mm - minute

##### 4.2. Verification of Advance Duty Payment Balance

Prior to issuance of release instruction in the On Line Release System (OLRS), the Collection Division shall verify sufficiency of the amount of the remaining balance of the corresponding IED by viewing the Advance Payment Verification Folder thru the I/APSS system.

##### 4.3. Advance Payment Utilization Data Entry

Upon verification of the sufficiency of the amount of balance of IED in 4.2 above, the Collection Division shall create an advance payment utilization record by encoding the details of the payment in the Utilization Data Entry Screen. The created advance payment utilization record shall be transmitted to RAD, copy furnished the other Metro Manila ports, thru the I/APSS system.

##### 4.4. Updating/Printing of Certificate of Balance

In case of partial utilization, the concerned APV Clerk of the Collection Division shall encode/update and print the Certificate of Balance as required under CMO 33-96. The printed Certificate of Balance shall be signed by the Chief, Collection Division and attached to the corresponding entry declaration.

40

3

2010-20-2000

4.5. Updating the Payment Verification System (PVS)

The APV clerk in 4.4 above shall likewise tag the particular IED in the PVS system.

4.6. Updating the IED-RAD Folder

Upon receipt of the advance payment record transmitted in 4.3 above, RAD shall immediately update the Advance Payment Master File Folder and the IED-RAD Folder by posting the amount utilized thru the I/APSS system.

4.7 Claims for Refund

The Collection Division shall process the claims for refund of unutilized IED (duly approved the Deputy Collector for Assessment). Upon completion of the claims process at the Collection Division, the APV clerk shall encode the details of the transaction in the I/APSS Utilization Data Entry Screen and transmit same to the IED-RAD Folder. Once received, RAD shall immediately update the Advance Payment Master File Folder.

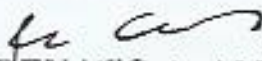
4.8 Report Generation

On a weekly basis, RAD shall generate a list of all fully utilized IEDs and refunded unutilized IEDs which shall be distributed accordingly:

Directors – Financial Service and Collection Service  
District Collectors – POM, MICP and NAIA  
Chiefs, Collection Division – POM, MICP and NAIA

5. EFFECTIVITY

This Order shall take effect immediately and shall last until revoked, modified, or superseded.

  
RENATO A. AMPIL  
Commissioner





REPUBLIC OF THE PHILIPPINES  
BUREAU OF CUSTOMS  
MANAGEMENT INFORMATION SYSTEMS & TECHNOLOGY GROUP

4  
2000-20-2000

September 20, 2000

Memorandum For: The Commissioner

**Subject: Implementation of an Electronic Support Procedure in the Processing and Monitoring of Advanced Payment Utilization**

Respectfully submitted the herein attached proposed CMO implementing an electronic support procedure in the processing/monitoring of advanced duty payment utilization.

The provisions in the proposed CMO and the corresponding procedures were discussed with and agreed by the offices and officials concerned (Deputy Commissioner-MISTG, Director- Collection Service, Chiefs - Collection Divisions of POM/MICP/NAIA), with the exception of the Chief, Revenue Accounting Division/Director, Financial Service for the reason of lack of personnel to be able to comply with the CMO.

This matter was also presented at an ExComm meeting where copies of the draft CMO were distributed. The Commissioner instructed the ExComm to review and comment within the same day, otherwise it shall be considered as carried. No further comments were received.

In view thereof, it is recommended that the proposed CMO be approved and implemented.

*Cofey*  
CECILIA Y. REYES  
Deputy Commissioner