



MASTER COPY

11 November 2020

MEMORANDUM to -

All District and Port Collectors
All Deputy Collectors
And Others Concerned

SUBJECT: Description of Processes Implemented in the Ports and Supports

In connection with the comprehensive review of customs processes as recommended in the WCO-Mercator Programme, you are hereby required to submit description/flow charts of processes/procedures on the following areas:

Seaports:

Goods Declaration/SAD

Export	Transit/destined to PEZA
Formal: Bulk Breakbulk, FCL and LCL	Warehousing
Informal	


Airports:

Air Cargoes Goods Declaration/SAD

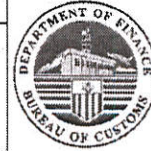
Export	Transit/destined to PEZA
Formal and Informal	Warehousing

Kindly submit the required documents to the Chief-CRMD with email address at gladys.cabugawan@customs.gov.ph on or before 27 November 2020, using the format herein attached.

For strict compliance.


DONATO B. SAN JUAN
 Deputy Commissioner, IAG and
 Chief of Staff, Office of the Commissioner



BUREAU OF CUSTOMS



Title of Procedure/Process

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1.0 OBJECTIVE (S)

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2.0 SCOPE

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3.0 ROLES AND RESPONSIBILITIES

Roles	Responsibilities

4.0 ACRONYMS

5.0 DESCRIPTION



Step	Description	Doer	Template/Tool

6.0 RECORDS

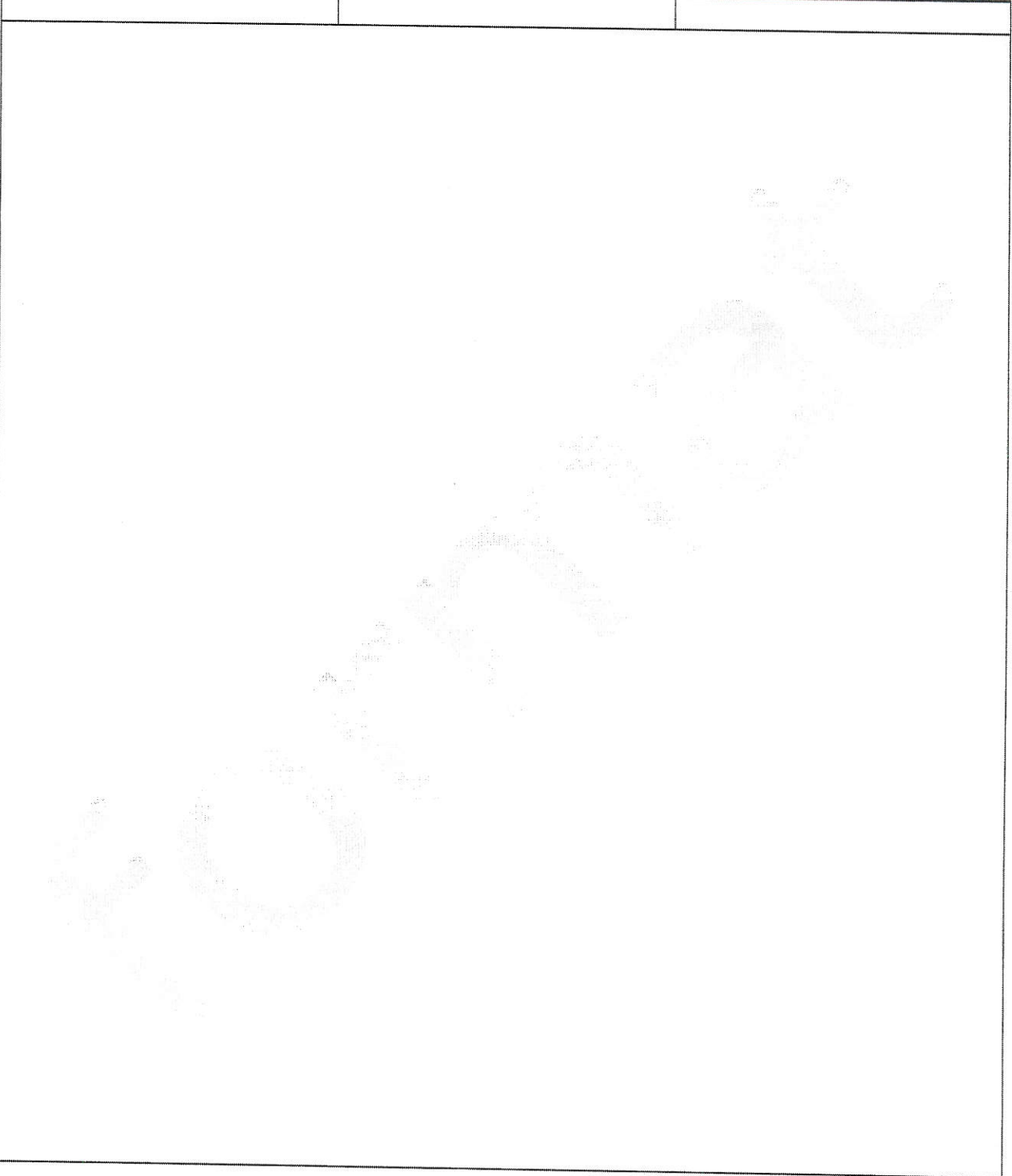
➤ Flow Chart attached

7.0 REFERENCES

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Title of Procedure/Process	 

6.A FLOW CHART



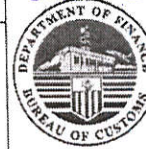
BUREAU OF CUSTOMS

Procedure on the Inventory and Disposal of Records



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BUREAU OF CUSTOMS**Procedure on the Inventory and Disposal of Records****1.0 OBJECTIVE (S)**

- To provide procedure on the inventory and disposal of records created by this Bureau;
- To avoid clogging of unnecessary records; and
- To provide space for current and valuable records.

2.0 SCOPE



This procedure applies to all offices/divisions/units under the Groups/Port/Subports.

3.0 ROLES AND RESPONSIBILITIES

Roles	Responsibilities
Administrative Division/Equivalent Unit	Responsible for the conduct of inventory of its record holdings, and recommend disposal thereof, if they have already reached its retention period.

4.0 ACRONYMS AND DEFINITION OF TERMS



AO	Administration Office
Authority	Authority refers to a conclusive statement leading to an official decision pertaining to records and archives arrangement.
BOC	Bureau of Customs
BOC-RDS	BOC-RDS refers to records control schedule governing the disposition of records created in the conduct of the mandate of BOC. (Annex of CMO 11-2015)
COA	Commission on Audit
CRMD	Central Records Management Division
Current or Office Records	Current or Office records are those identified in the column under Box 8 (a) of the BOC-RDS
GRDS	General Records Disposition Schedule refers to a records control schedule governing the disposition of specified recurring records series common to all government agencies issued by the NAP. (Annex of CMO 11-2015)
IAG	Internal Administration Group
Inactive Records	Inactive Records are those with retention period identified in the column under Box 8 (b) of the BOC-RDS.
NAP	National Archives of the Philippines

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Procedure on the Inventory and Disposal of Records	

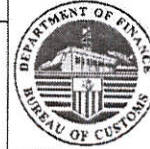
RDS	Records Disposition Schedule refers to the listing of records series by organization showing, for each records series the period of time it is to remain in the office area, in the storage (inactive) area and its preservation or destruction.
Retention Period	Retention period refers to the specific period of time established and approved by the NAP as the life span of records, after which they are deemed ready for permanent storage or destruction.

5.0 DESCRIPTION

Step	Description	Doer	Template/Tool
1 INVENTORY OF RECORDS			
	Record holdings are identified and inventoried.		
	Records are classified in a systematic manner, alphabetic or chronologic.		
2 STORAGE OF RECORDS			
	Current/office current records are safely stored.		
	Inactive records are safely stored while waiting to reach its retention period.		
3 DISPOSAL OF RECORDS			
	Inactive records are segregated from the current/office records.		
	Using the RDS, the records are checked if they have already reached its retention period.		
	If yes, NAP Form on the REQUEST FOR AUTHORITY TO DISPOSE will be prepared.		
	Request for authority submitted to the Central Records Management Division for evaluation and for transmittal to the NAP Office.		

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Procedure on the Inventory and Disposal of Records	

	NAP Authority approved [if not approved, wait for NAP's further instructions]		
	NAP Authority to Dispose received.		
	Information on actual date/schedule of disposal coordinated with the NAP and COA.		
	Information on the Actual date/schedule of disposal, together with a copy of the request for authority and the NAP approval transmitted to COA.		
	Conduct of actual conduct of disposal represented by BOC, COA and NAP.		
	Official Receipt/Payment at the Collection Div/Unit, if disposed by sale		
	Certificate of disposal signed by BOC, COA and NAP representatives.		
4	TRANSFER OF VALUELESS RECORDS FROM BOC PREMISES		
	Gate Pass prepared for the truck hauling from BOC premises the valueless records which were officially disposed.		
	Gate Pass provided to the Authorized Buyer, if disposed by sale, for presentation to the ESS at Gate		

BUREAU OF CUSTOMS**Procedure on the Inventory and Disposal of Records****6.0 RECORDS**

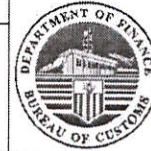
- Flow Chart

7.0 REFERENCES

- Republic Act No. 9470/National Archives of the Philippines Act of 2007
- Implementing Rules and Regulations of RA 9470 dated January 24, 2008
- NAP General Circular No. 1, January 20, 2009/Rules and Regulations Governing the Management of Public Records and Archives Administration

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Procedure on the Inventory and Disposal of Records



6.0 FLOW CHART

