



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



OCOM Memo No. 81-2021

PROFESSIONALISM INTEGRITY ACCOUNTABILITY

MEMORANDUM

TO : DEPUTY COMMISSIONER, INTELLIGENCE GROUP
DEPUTY COMMISSIONER, ENFORCEMENT GROUP
DIRECTOR, CIIS
DIRECTOR, ESS
ALL DISTRICT COLLECTORS

FROM : REY LEONARDO B. GUERRERO
Commissioner



BOC-05-13862

MAY 21 2021

SUBJECT : SUBMISSION OF ALL PERTINENT REPORTS RELATIVE TO THE IMPLEMENTATION OF LETTERS OF AUTHORITY (LOA) AND MISSION ORDERS (MO) TO LOA CLEARING HOUSE

DATE : 19 May 2021

1.0 REFERENCES:

- 1.1 Customs Special Order (CSO) No. 55-2021 re Creation of LOA Clearing House (LCH) under the Office of the Chief, Intelligence Division, CIIS;
- 1.2 Customs Administrative Order (CAO) No. 03-2019 with Subject: Customs Jurisdiction and Exercise of Police Authority; and
- 1.3 Disposition Form dated 19 May 2021 from the Director, CIIS re the same subject as above.

2.0 In view of the above references, all concerned are hereby ordered to furnish copies of all pertinent reports, with attachments, relative to LOA and Mission Orders implemented by your respective ports/offices covering the period from 2018 to date, to the LOA Clearing House (LCH), including all succeeding LOA reports thereafter.

3.0 The abovementioned reports, to be submitted in hard copies and soft copies to LCH through intel.ciis@customs.gov.ph, include but not limited to the following:

- 3.1 Spot Report
- 3.2 Initial Report
- 3.3 Progress Reports
 - 3.3.1 After Lapse of the 15-day period to Present Proof of Payment
 - 3.3.2 After Completion of Inventory
 - 3.3.3 After Offer to Pay Taxes
 - 3.3.4 After Approval of Offer to Pay Taxes
 - 3.3.5 After Payment of Taxes
 - 3.3.6 After Issuance and Service of WSD
 - 3.3.7 After Transfer of Seized Goods to BOC
- 3.4 After-Mission/Operation or Final Report

4.0 For strict and immediate compliance.