




**OFFICE OF THE DEPUTY COMMISSIONER
ASSESSMENT AND OPERATIONS COORDINATING GROUP**

MEMORANDUM

TO : All District Collectors
All Port Collectors
All Deputy Collectors for Operations & Assessment
Chief, FED

From : 
JUVY C. DANOFRATA
Officer-In-Charge
Assessment and Operations Coordinating Group

SUBJECT : Receiving and Releasing of Documents for Clearance, Value
Verification and Value Information at the Imports and
Assessment Service

DATE : 15 March 2016

Further to AOCG Memo No. 26-2016 dated 08 March 2016, entitled, "*Dissemination of IAS Clearances*", this Office hereby requires that all transmittals to and from this office shall be done by messengers employed by this Bureau or by registered mail to be facilitated by the Central Records Management Division, for outports. This is to strengthen the security and ensure the authenticity of the above-captioned documents.

In order to avoid delay that may be caused by such, especially those from the outports, an advance scanned copy of the documents may be electronically sent to aocg.clearance@gmail.com. Likewise, this Office will be sending a copy of the requested information/reply thru electronic mail and only upon acknowledgment of such by the concerned Port, shall this office provide a copy to the stakeholder.

For information and strict compliance.