



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

May 14, 1996

CUSTOMS MEMORANDUM ORDER

NO. 17-96

**TO: All Service/Division Chiefs
Collectors of Customs
and Others Concerned**

**Subject: Tariff Database Update, Creating the Standing
Committee and Technical Group for this
Purpose and Providing the Procedures for its
Update and Monitoring**

I. OBJECTIVES

A. GENERAL

To insure that all Bureau Assessment Offices are adequately provided with updated Tariff Databases.

B. SPECIFIC

1. To insure that the Bureau obtains as soon as available copies of all laws, orders, circulars and other issuances that impact on the Bureau's Tariff Database.
2. To pinpoint responsibilities for the timely acquisition of such issuances, the determination of the impact on the Tariff Database and the updating as well as the dissemination of the same.
3. To provide for a mechanism for periodically assessing and reviewing the updatedness of the Bureau's Tariff Database.

II. ADMINISTRATIVE PROVISIONS

A. The Tariff Database Standing Committee (TDSC)

There is hereby created a TDSC charged with the responsibility for achieving the objectives of this Order. It shall be composed of the following:

- 1. The Director, Import and Assessment Service (IAS) - Chairman
- 2. The Director, Customs Legal Service (CLS) - Vice-Chairman
- 3. The Chief, Central Records Management Division (CRMD) - Member
- 4. The Chiefs, Formal Entry Division (FED), POM & MICP - Members

B. Tariff Database Technical Group (TDTG)

There is also hereby created a TDTG to handle the computer aspects for updating the Tariff Database. It shall be composed of the following:

- 1. Reference Data Team (RDT)
- 2. Quality Assurance Team (QAT)
- 3. Valuation Center and Library (VCL)

C. Duties and Responsibilities

1. The Director, IAS

1.1 To be responsible for the drafting of the updating instructions to Tariff Database for approval by the Commissioner of Customs and execution of the TDTG.

1.2 To insure, as Chairman of the TDSC, that all members of the TDSC and the TDTG regularly perform their functions as defined under this Order.

1.3 To submit a monthly report to the Commissioner of Customs on the activities of TDSC and TDTG, which report shall contain a certification that to the best of her knowledge the Bureau's Tariff Database is updated as of the date of the report and that the Bureau's Assessment Offices have been duly provided with the latest Tariff Database.

1.4 To accomplish the foregoing as well as the duties and responsibilities provided in the Operational Provisions hereof.

2. The Director, CLS

2.1 To be the legal adviser of the TDSC on legal matters such as the following:

- 2.1.1 Effective date of the issuances
- 2.1.2 Implementation date of the issuances
- 2.1.3 Existing orders that must be amended
- 2.1.4 New orders that must be issued for the proper implementation of the latest issuances

2.2 To accomplish the foregoing as well as the duties and responsibilities provided in the Operational Provisions hereof.

3. The Chief, CRMD

3.1 To insure that the BOC has copies of the most recent and latest Republic Acts and Executive Orders pertaining to tariff as well as tariff-related orders, clarifications or communications from the Tariff Commission (TC), the Department of Finance (DOF) and the Department of Trade and Industry (DTI), hereinafter collectively called the "issuances" and made available to concerned offices for Tariff Database Update and for monitoring and audit purposes.

3.2 To insure that the issuances are properly recorded in the logbook for that purpose.

3.3 To insure that the issuances and the approved Tariff Database Update are properly and timely disseminated to all concerned, especially the IAS Director who shall convene the TDSC if necessary, the Financial Service Director who shall study the impact thereof on revenue collection and the CLS Director who shall immediately determine whether the effectivity date of the issuances is also its implementation date.

3.4 To draft the necessary Orders or Circulars for proper implementation and dissemination of the issuances after due consultation with the TDSC.

3.5 To accomplish the foregoing as well as the duties and responsibilities provided in the Operational Provisions hereof.

4. The Chiefs, FED, POM and MICP

4.1 To advise the TDSC on the operational aspects for the effective implementation of the issuances which shall include but not limited to the system and procedure to be incorporated in the necessary Orders or Circulars for the efficient implementation of the issuances.

4.2 To accomplish the foregoing as well as the duties and responsibilities provided in the Operational Provisions hereof.

5. RDT

5.1 To be primarily responsible for encoding the updating instructions as prepared by the IAS Director and approved by the Commissioner of Customs.

5.2 To accomplish the foregoing as well as the duties and responsibilities provided in the Operational Provisions hereof.

6. QAT

6.1 To insure that the encoded updates as prepared by the RDT are in compliance with the authorization given.

6.2 To accomplish the foregoing as well as the duties and responsibilities provided in the Operational Provisions hereof.

7. VCL

7.1 To be responsible for reflecting the impact of the issuances on the Bureau's valuation files.

7.2 To accomplish the foregoing as well as the duties and responsibilities provided in the Operational Provisions hereof.

III. OPERATIONAL PROVISIONS

A. SOURCING (see Annex B hereof for the procedure flow chart)

1. Republic Acts/Executive Orders

1.1 The CRMD Chief shall network with the Malacanang Records Office in order to secure copies of the latest Republic Acts or Executive Orders without delay.

1.2 Upon receipt of the copies of the Republic Acts/Executive Orders she shall cause the updating of the logbook for that purpose and shall send copies thereof to the IAS Director, the Financial Service Director and the CLS Director.

1.3 She shall also cause the publication of the Republic Acts/Executive Orders by way of Customs Memorandum Circular after due consultation with the TDSC.

1.4 The IAS Director shall follow up with the contact person in the Tariff Commission in order to secure the diskette of the new tariff rates and/or headings.

2. TC/DOF/DTI Tariff -Related Orders, Clarifications or Communications

2.1 The CRMD Chief shall network with the TC, DOF and DTI in order to secure copies of tariff-related orders, clarifications or communications without delay.

2.2 Upon receipt of the said orders, clarifications or communications, she shall immediately send copies thereof to the IAS Director.

B. ANALYSIS (see Annex C hereof for the procedure flow chart)

1. Upon receipt of the issuance, the IAS Director shall convene the TDSC which shall study the legal and operational issues involved .

2. The CLS Director shall render her legal/opinion on the legal issues involved and shall advise the TDSC accordingly.

3. The FED Chiefs shall advise the TDSC on the operational issues involved.
4. Thereafter, the IAS Director as Chairman of the TDSC shall accomplish the following:
 - 4.1 Prepare instructions to the RDT for update of the database including the impact on assessment.
 - 4.2 Draw up plan for training of concerned officers/users.
 - 4.3 Prepare implementing rules and regulations if necessary or appropriate Customs Memorandum Order/Circular
5. The RDT shall interpret the aforesaid instructions in relation to computer update and shall estimate the effort necessary for the update.
6. The RDT shall thereafter prepare its recommendations to the Commissioner of Customs thru the IAS Director for approval.

C. AUTHORIZATION (see Annex D hereof for the procedure flow chart)

1. Upon receipt of the request of the IAS Director for tariff update authorization, the Commissioner of Customs shall act on it by giving his approval/authorization.
2. Thereafter the Commissioner of Customs shall send the Tariff Update authorization to the IAS Director for implementation.
3. The TDSC shall submit the necessary Customs Memorandum Order to the Commissioner of Customs for his approval.

D. UPDATE (see Annex E hereof for the procedure flow chart)

1. Upon receipt of the update authorization from the Commissioner of Customs, the IAS Director shall log the same. She shall also send to the RDT the following:
 - 1.1 Diskette, if any
 - 1.2 Authorization and Update Instruction
2. The RDT shall convert the diskette to text format and shall accordingly update the Tariff Table. After proofreading the updates, it shall send the update to the QAT.

3. Thereafter, the QAT shall perform the following activities:
 - 3.1 Verifies update against authorization/instructions
 - 3.2 Provides feedback to the IAS Director on completion of update.
 - 3.3 Replicates tariff table in other servers
 - 3.4 Provides VCL with updated tariff.
4. Upon being provided with a feedback on completion of update, the IAS Director shall update the log of authorizations, noting therein the completion of update.
5. The VCL, upon being provided with updated tariff, shall accordingly update the VCL tariff files and send the CRMD Chief the copies thereof for dissemination..

E. MONITORING (see Annex F hereof for the procedure flow chart)

1. The TDTG shall prepare monthly report for submission to the TDSC (Attn: CRMD Chief).
2. The TDSC shall receive and review the monthly performance reports in order to monitor the status, progress and implementation of the Tariff Database Update as well as to form the basis of the monthly report to be submitted to the Commissioner of Customs.
3. A monthly meeting of TDSC shall be held for better coordination of the required activities, proper implementation of this Order, as well as for devising a more effective procedure to insure that the Tariff Database Update is not only timely disseminated but also properly received by all concerned for use in the operations and for audit purposes.

IV. REPEALING CLAUSE

All Customs Memorandum Orders, Memorandum or other Orders inconsistent with this Order are hereby amended or repealed accordingly.

V. EFFECTIVITY

This Order shall take effect on May 15, 1996.


GUILLERMO L. FARAYNO, JR.
Commissioner

TARIFF DATABASE UPDATE

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RESOURCE TABLE

ANNEX A

SOURCING	ANALYSIS (TDSC)	AUTHORIZATION	UPDATE (TDTG)	MONITORING
Chief, Import & Assessment Svc	Chief, Import & Assessment Svc	Commissioner, BOC	Reference Data Team	TDSC
Chief, Central Records Mgmt Div	Chief, Legal Service		Quality Assurance Team	Commissioner, BOC
MALACANANG RECORDS OFFICE	Chief, Formal Entry Division, POM		Valuation Center Library	
TARIFF COMMISSION	Chief, Formal Entry Division, MICP			
DEPT. OF FINANCE				
DEPT. OF TRADE AND INDUSTRY				

94

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TARIFF DATABASE UPDATE

**SOURCING
Procedure Flow**

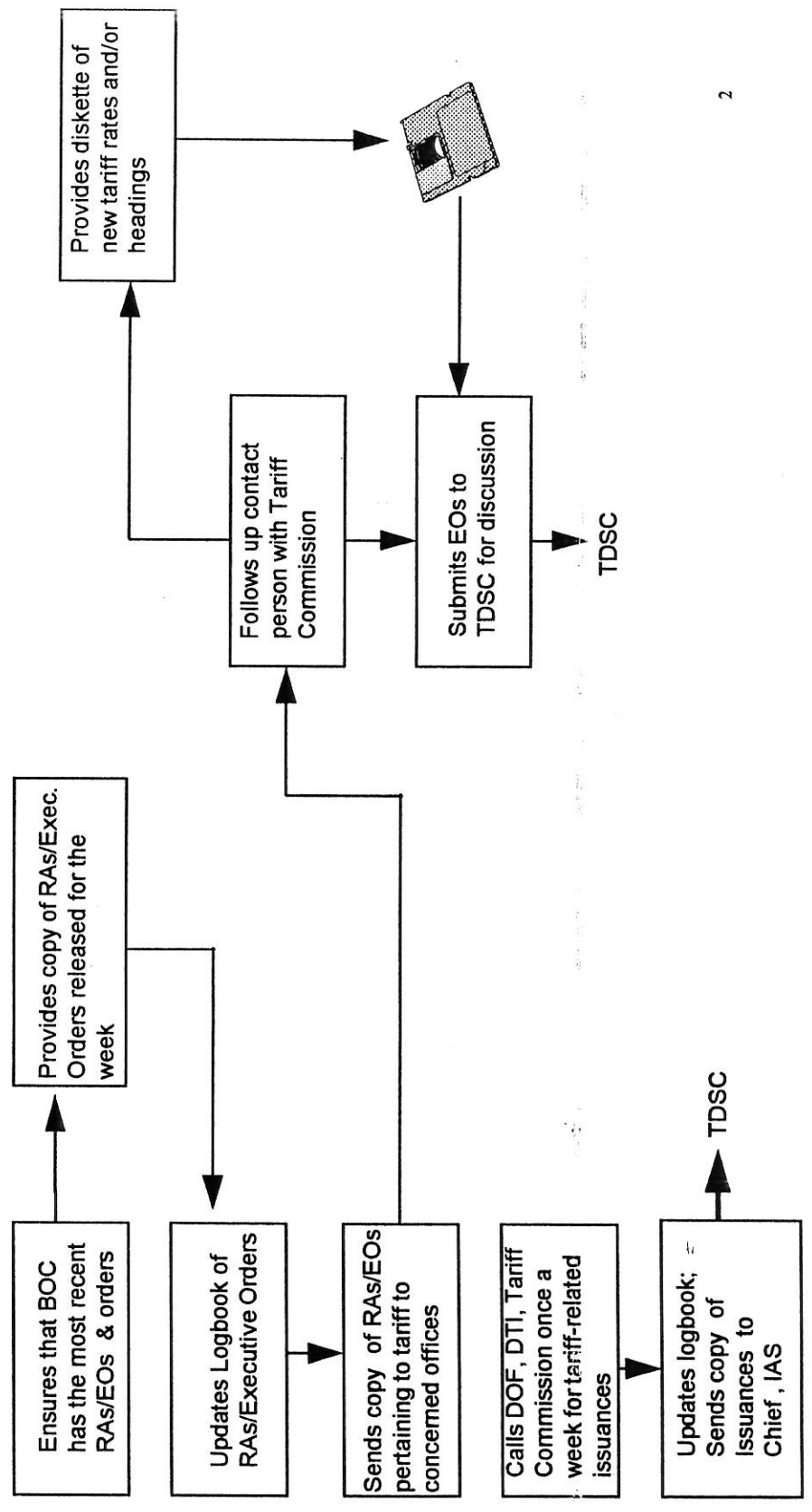
ANNEX B

CHIEF, CRMD

**RECORDS DIV.
MALACANANG**

DIR., IAS

TARIFF COMM.



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TARIFF DATABASE UPDATE

**ANALYSIS
Procedure Flow**

ANNEX C

TDSC

Director, IAS

Identifies subject matter specialists to join TDSC for particular RA/EO/Issuances

Convenes TDSC to analyze impact of RA/EO/Issuances

Refers update to RDT for it to estimate effort necessary for update

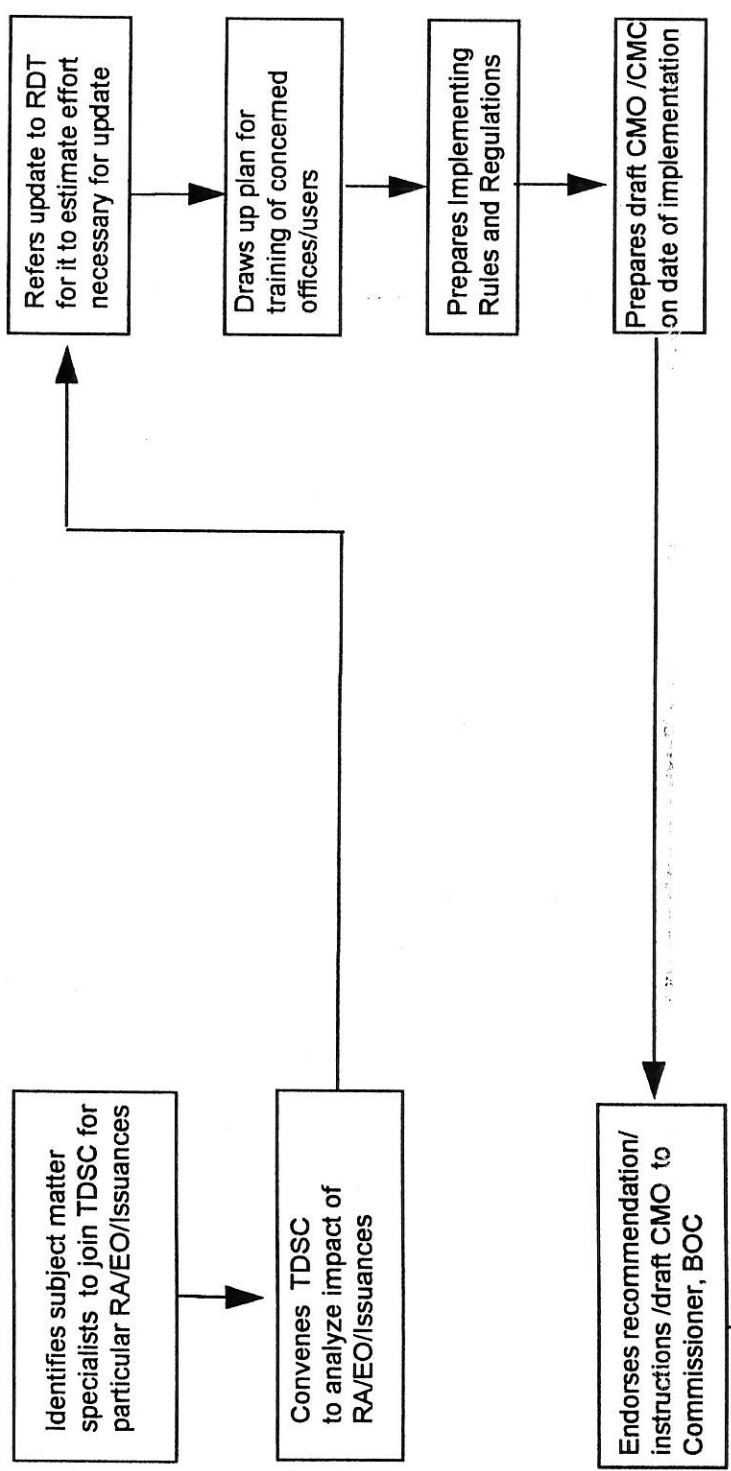
Draws up plan for training of concerned offices/users

Prepares Implementing Rules and Regulations

Prepares draft CMO /CMC on date of implementation

Endorses recommendation/ instructions /draft CMO to Commissioner, BOC

Commissioner, BOC



11

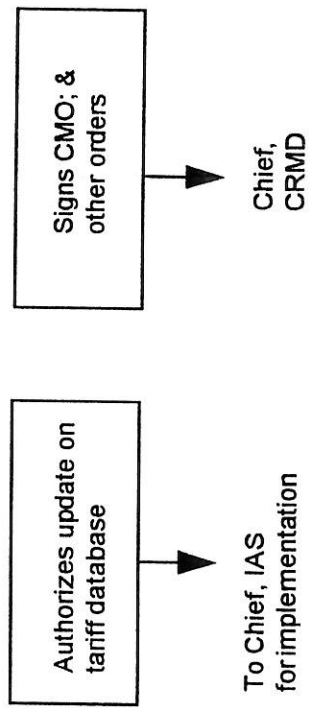
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TARIFF DATABASE UPDATE

**AUTHORIZATION
Procedure Flow**

ANNEX D

COMMISSIONER, BOC



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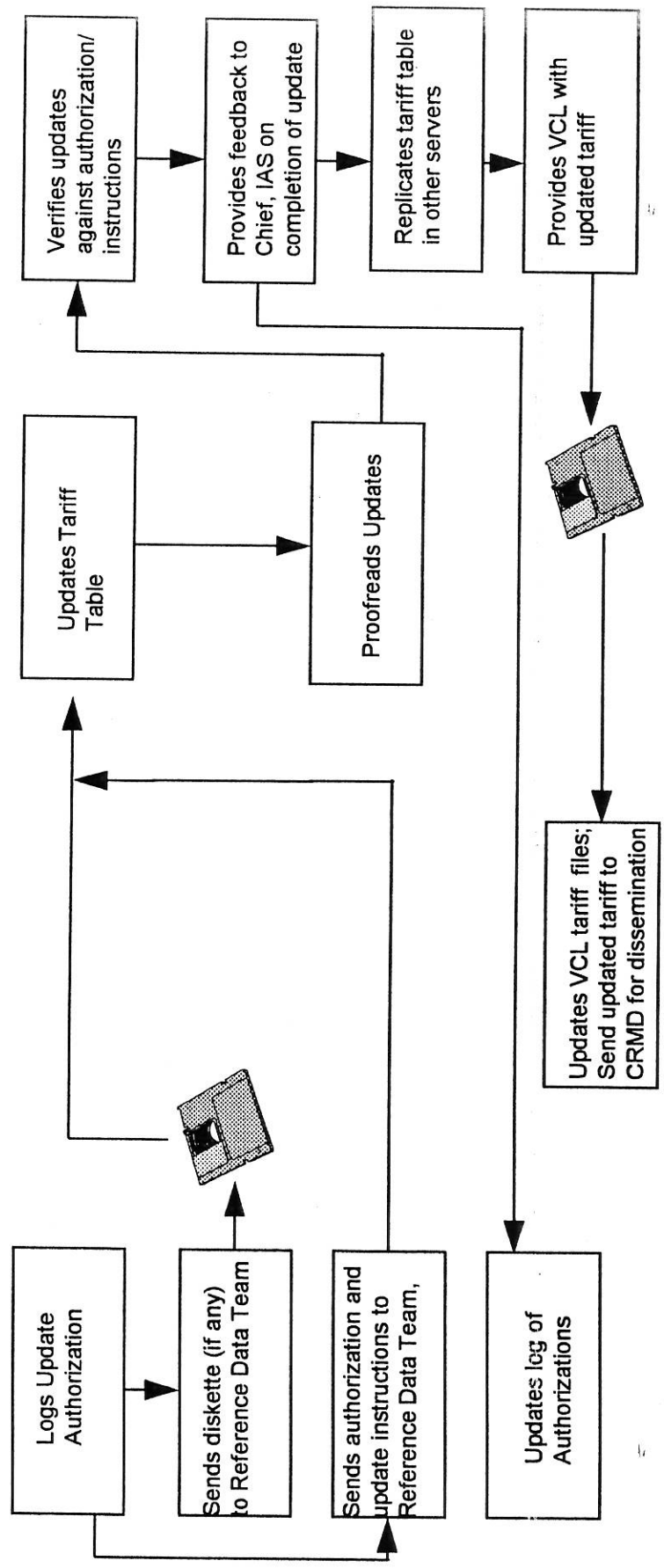
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TARIFF DATABASE UPDATE

UPDATE Procedure Flow

ANNEX E

CHIEF, IAS VALUATION CENTER REFERENCE DATA TEAM QUALITY ASSURANCE



TARIFF DATABASE UPDATE

130
EMO-17-96

**MONITORING
Procedure Flow**

ANNEX F

TDSC

