



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

February 21, 1991

CUSTOMS MEMORANDUM ORDER

No. 19-91

To: All Collectors of Customs
All Service/Division Chiefs
All Others Concerned

Subject: To strengthen the Bond Commitments of Surety
Companies, and Impose Maximum Security on
Entries, Bonds, Contracts and Supporting Documents

I. OBJECTIVES:

1. To safeguard the interest of the Bureau as obligee on obligations guaranteed by all kinds of bonds filed with the Bureau.
2. To ensure that there is a perfected contract between the surety companies and the obligor (importer/principal).
3. To impose maximum security requirements on entries, bonds, contracts and other supporting documents.

II. DUTIES AND RESPONSIBILITIES:

In order to attain the foregoing objectives, the following duties and responsibilities shall be performed by the respective officer concerned.

A. Bonds Division

1. Shall require the surety companies to submit proof of premium payments by submitting the original receipt or certified copy thereof issued to the importer.

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2. Shall see to it that the official receipt shall reflect on the face thereof the premium paid as well as the total amount of obligation covered.
3. Shall keep and maintain an up-to-date registry book where the entry numbers, bond official receipts of surety companies and other pertinent data shall be reflected.
4. Shall observe maximum security measures in the custody of pertinent documents relative thereto and for this purpose shall assign the personnel/supervisor in-charge who shall be held accountable therefor.

B. LIQUIDATION & BILLING DIVISION, WAREHOUSING
DOCUMENTATION RECORDS DIVISION, WAREHOUSING
ASSESSMENT DIVISION (Small Scale Industry)

1. Shall keep and maintain an up-to-date registry where the list of accredited surety companies and other pertinent data shall be reflected.
2. Shall observe maximum security measures in the custody of pertinent documents relative thereto and for this purpose shall assign the personnel/supervisor who shall be accountable therefor.

C. DEPUTY COLLECTOR FOR ADMINISTRATION

1. Shall keep and maintain separate Registry Books kept by the Division concerned which are required to discharge the above-mentioned functions.
2. Shall reflect in the Registry Book the following data:
 - a. Name of Division Chief/Personnel;

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- b. Inclusive Date of Assignment and Relief;
 - c. Assignment (Date of Assumption/Entry in the Office)
 - d. Cleared for Assignment/Transfer to New Offices;
 - e. Customary Signature and Initial of Official Employee Concerned.
3. Shall observe maximum security measures in the custody of pertinent documents and for this purpose shall assign the personnel/supervisor in-charge who shall be accountable therefor.

III. EFFECTIVITY:

This Order shall take effect on FEB 21 1991

Salvador M. Mison
SALVADOR M. MISON
Commissioner