



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

OCT 08 1998

CUSTOMS MEMORANDUM
ORDER NO. 41-98

TO : All District Collectors, Division Chiefs,
Section Chiefs, Appraisers, Examiners and
All Other Concerned

SUBJECT : Duties and functions of the Valuation
and Classification Division (VCD) under
Executive Order No. 127

I. OBJECTIVES:

1. To clarify and define the duties and functions/activities of the Valuation and Classification Division (VCD) as provided for under Executive Order No. 127.
2. To integrate the centralized flow of functions and activities pertaining to all matters on valuation and classification under the central authority of the VCD in order to avoid the over-lapping of functions within the Bureau.
3. To strengthen the role of the VCD in the collection effort by fully implementing the duties, functions and activities of VCD as herein defined.

II. ORGANIZATIONAL STRUCTURE:

The Valuation and Classification Division (VCD) is a division directly under the Import Assessment Service (IAS) belonging to the Office of the Deputy Commissioner for Assessment and Operations.

It is composed of a VCD Main Office located in the BOC Main Office (Port Area, Manila) and is headed by a Division Chief/Assistant Division Chief with seven (7) Principal Valuation and Classification Officers (PVCO or COO V) each directly supervising a group with two sections. Every Section is assigned to a Valuation and Classification Officer (VCO or COO IV) and a clerical staff.

Directly under the supervision of the VCD Main Office are two (2) existing/operational Units - the Phil. Customs Laboratory (PCL) and the Valuation Center & Library (VCL) wherein all existing functions/activities of these two (2) Units shall follow a coordinated actions flow with the final approval by the VCD.

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The VCD shall also maintain and support VCD Units in the different ports of entry (e.g. VCD Unit/FED, NAIA) such that the unit be the ports link to the centralized office that will handle all matters on valuation and classification encountered in that port through the BOC computerization project.

III. GENERAL FUNCTIONS:

1. Provide technical advice on the correct classification and valuation of imported articles and commodities;
2. Gather, evaluate, establish/publish and disseminate current values in the form of valuation and classification circulars and revision orders;
3. Conduct statistical analysis of value information as provided by the Data Warehouse and other sources of information.
4. Provide liaison and coordination with agencies that have dealings on matters pertaining to valuation and classification;
5. Submit the necessary periodic reports and other data that may be required of the division; and
6. Perform such other appropriate functions consistent with the assigned tasks.

IV. ACTIVITIES:

1. Establishment and Publication
 - a. Gather value information from Commercial Attaches, liquidated entries, market researches and other sources.
 - b. Receive from VCL in printed forms value information based on CRF and BOC-SGS Appeals Committee Resolutions which are recommended for publication.
 - c. Evaluate & establish value informations from sources (a & b above) prior to the final approval by the Commissioner.
 - d. Direct VCL to publish all established value information approved by the Commissioner.
2. Coordinate/monitor with Auction/Informal Entry Division (IED), Formal Entry Division (FED) whether established/published value and tariff classification are properly declared and/or applied to regular shipments as well as consolidated and personal effects.

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3. Provide assistance/reply to referral/queries regarding valuation and tariff classification on the following matters:
 - a. Entries referred to the VCD by Collectors, Appraisers, CIIS and other Customs Officers such as those covered under CMO 9-95 and value/classification queries on ALERTED shipments.
 - b. Inquiries and/or referral from private entities /individuals for proper valuation and tariff classification.
 - c. Communications from other government agencies (Tariff Commission, BIS, etc.) PCCI, FPI, Industry Development Council, Foreign Embassies, etc.)

4. Provide technical advice on the correct Valuation and Tariff Classification:
 - a. PCL - The Phil. Customs Laboratory under the VCD supervision shall conduct Laboratory Analysis on imported articles submitted by the different ports (POM, MICP, NAIA, Subic, Cebu, etc.) that would help in determining the correct valuation and tariff classification. Moreover, the PCL also issues Certificate of Registration for proprietary chemicals & pharmaceutical products.
 - b. VCL - The Valuation Center & Library which is administratively under the MISTG and operationally under VCD/IAS shall have the following responsibilities:
 1. Regularly negotiate with SGS MLO to acquire new or current value information based on Clean Reports of Findings through electronic media and prepare the proposed Revision Orders (RO) in printed form subject to final evaluation by VCD/IAS prior to the Commissioner's approval.
 2. Regularly receive all Appeals Committee Resolutions recommended for publication and prepare proposed RO in printed form which will be forwarded for final evaluation to VCD/IAS prior to the Commissioner's approval.



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3. Disseminate to all ports and BOC units with computers, current Ros approved and had been published in leading newspapers in its electronic form.

5. Other function consistent with assigned task:
 - a. Membership of VCD personnel in some SPECIAL COMMITTEE created by the Bureau such as BOC-SGS Appeals Committee II on Classification, Customs Tariff Review Committee, etc.
 - b. Attend meetings and conference of where valuation and classification are concerned.

6. Prepare/submit periodic reports as maybe required.

V. REPEALING CLAUSES:

All orders, Memoranda, Circular and parts thereof which are inconsistent with this order are hereby deemed rescinded and/or modified accordingly.

VI. EFFECTIVITY:

This Order shall take effect immediately.

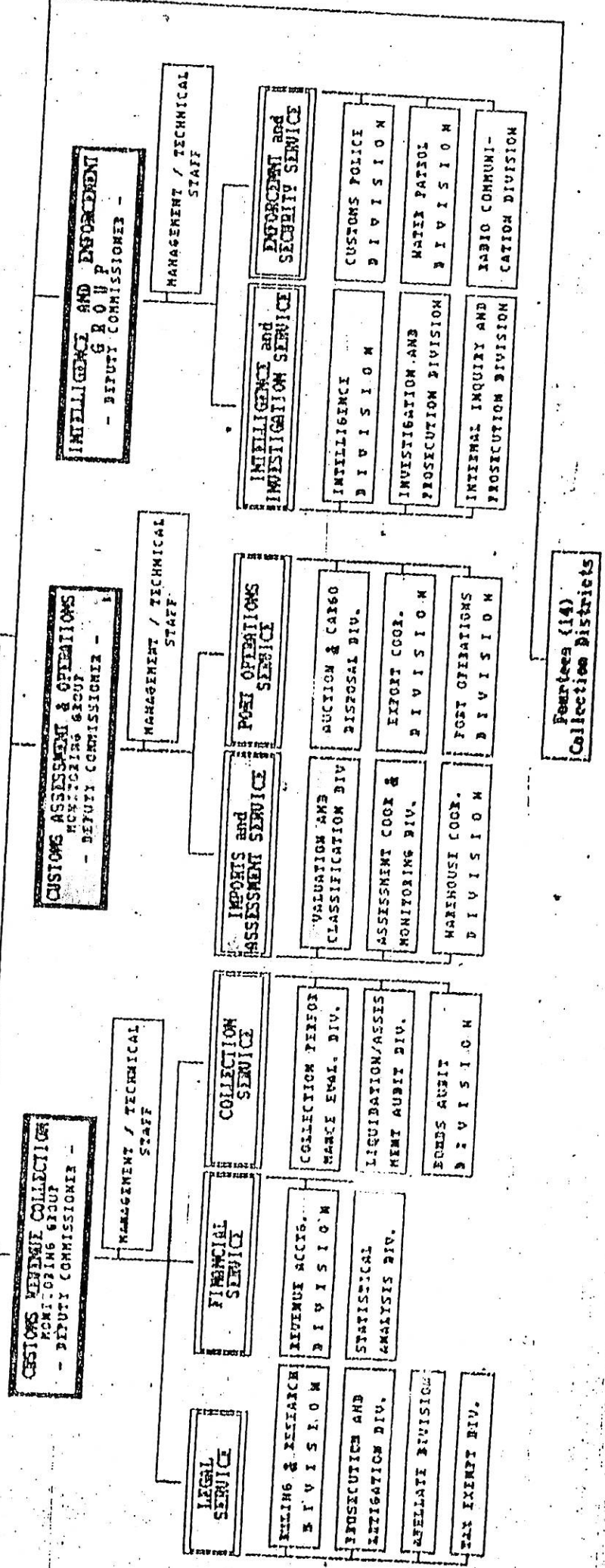
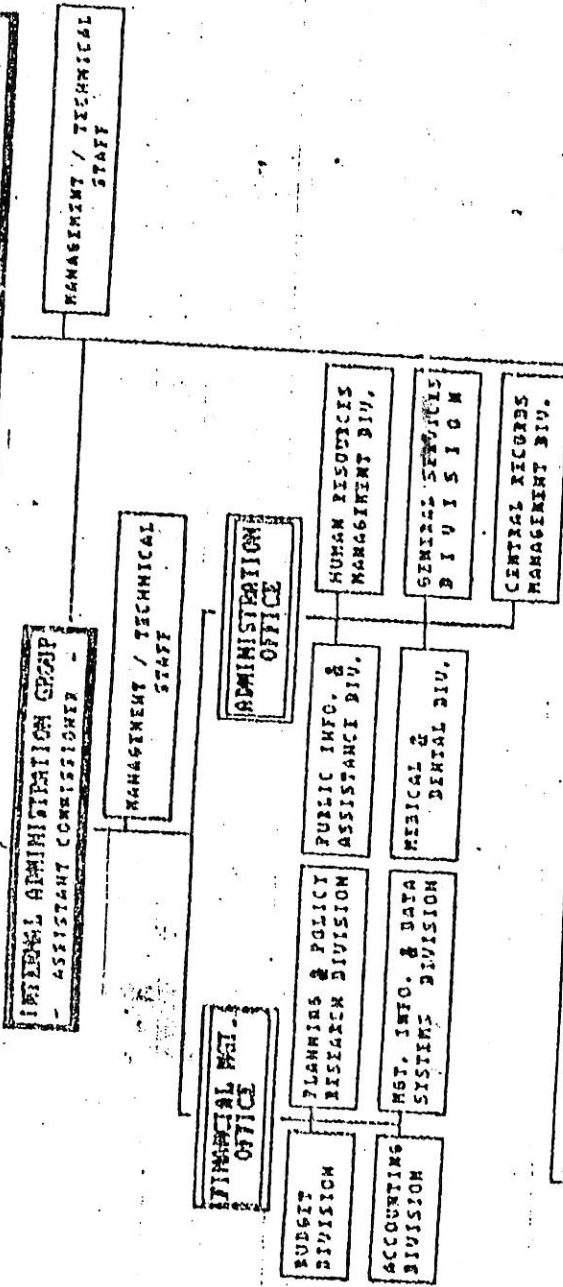

PEDRO C. MENDOZA
Commissioner

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Organizational Chart of
 THE BUREAU OF CUSTOMS (B.O.C.)
 Per Executive Order (E.O.) 127

COMMISSIONER OF CUSTOMS

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Fourteen (14) Collection Districts