Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
Manila

2 1 FEB 2005

CUSTOMS MEMORANDUM ORDER
NO. *10-2005*

To : All Deputy Commissioners
The District Collectors
All Others Concerned

Subject : Manual Processing of Shipments in Case of
Computer Systems Breakdown

1 Objectives:

1.1 To facilitate the processing and/or clearance of shipments at the ports in case of computer system breakdown;

1.2 To account for all shipments manually processed, cleared and released from the port; and

1.3 To update the ACOS files of information on the shipments processed manually.

2 General Provisions:

2.1 Manual processing of import entries/transshipments shall be allowed in case of:

2.1.1 computer systems breakdown and/or

2.1.2 power failure, thereby rendering the computer system non-operational, and

2.1.3 such others that may not be covered by 2.1.1 and 2.1.2.

2.2 Manual processing of importations shall be authorized only by the Deputy Commissioner, MISTG, or his authorized alternate as he deems necessary, as may be recommended by the District Collector.

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2.3 All automated systems not affected by the breakdown or power failure shall continue to be utilized.

2.4 Procedures which are not affected by the system breakdown or by the power failure shall, as much as practicable, continue to be observed.

2.5 Manual processing shall cease upon the re-activation of the computer system.

2.6 The computer system files shall be updated with information on the import entries/transshipments processed manually at the end of the day or as soon as the computer system is operational. The heads of the following offices shall be responsible for the updating of the information as required:

Chief, Formal Entry Division/Warehouse Assessment Division

Chief, Collection Division

Chief, Entry Processing Unit

2.7 Administrative sanctions shall be imposed on the responsible officials in para 2.6 above after investigation by the Internal Inquiry and Prosecution Division, CIIS.

3 Operational Procedures:

3.1 Manual Processing of Entry

3.1.1 The importer shall present the IEIRD to the ENTRY ENCODING CENTER (EEC) for manual encoding of information on stand alone or off-line computers (when available) or listing in the EEC logbook.

3.1.2 The importer/broker shall submit the IEIRD and supporting documents to the Entry Processing Unit (EPU), Formal Entry Division (FED) or Warehousing Assessment Division (WAD), as the case may be for documents verification:

3.1.2.1 The EPU Document Processor shall verify the bill of lading and other information against the hard copies of the manifest. In case of seaports, the hard copies shall be requested at the Piers and Inspection Division (PID) or its equivalent unit.

3.1.3 The examiner/appraiser of the FED or WAD shall conduct the examination of the shipment, the assessment of duties and taxes, and shall cause the transmittal of the IEIRD to the Collection Division (CD).

3.1.4 The Collection Division shall verify the payments made for duties and taxes and other charges with the authorized agent bank, either through

the Automatic Matching of Payments and Payables (AMPP) or through transmittal by the bank messenger of the payment particulars.

3.1.4.1 The Collection Division shall furnish the Arrastre Operator of the approval for the release of the shipment with the blue copy of the entry indicating the approval for release of the shipment, copy furnished the Officer-in-Charge, Gatekeeper of the exit gate.

3.1.4.2 The Collection Division shall keep the original copies of the IEIRD and supporting documents for transmittal to FED/WAD for their electronic assessment, using ACOS when the electronic system has become available.

3.1.5 The Collection Division shall submit a report to the District Collector at the end of the day until the reactivation of the computer system and on the manually processed entries covering at least the following information:

3.1.5.1 Entry numbers

3.1.5.2 Consignee

3.1.5.3 Container number(s)

3.1.5.4 Registry and Bill of Lading numbers/Airway Bill of Lading numbers

3.1.5.5 Duties and Taxes paid, if any.

3.2 Processing of Transshipment Permit

3.2.1 The importer/broker shall present the application for transshipment at the EPU for manifest verification.

3.2.2 The document processor, Office of the Deputy Collector for Operations shall check the application against its supporting documents. If found to be in order, the Deputy Collector for Operations shall approve the transshipment application.

3.2.3 The transshipment permit shall be forwarded to the PID/AOD for the assignment of Customs Guard and a copy thereof shall be given to the Arrastre/Cargo Terminal Operator for implementation.

3.2.4 The approved transshipment permit shall be kept in file for the electronic write-off of the manifest as soon as circumstances permit.

3.2.5 The office of the Deputy Collector for Operation shall submit a report to the District Collector at the end of the day until the

reactivation of the computer system and on the manually processed transshipment permits covering at least the following information:

    3.2.5.1   Transshipment numbers

    3.2.5.2   Consignee

    3.2.5.3   Container number(s), if applicable

    3.2.5.4   Registry and Bill of Lading numbers

    3.2.5.5   Port of destination

3.3   In turn, the District Collector shall submit a report on the manually processed entries and transshipments to the Deputy Commissioner, MISTG.

4.   Penal Provision

4.1   Unauthorized manual processing of entries shall be subject to administrative and/or criminal sanctions after investigation by the IIPD.

5.   Repealing Clause

5.1   All Orders inconsistent with this CMO are hereby revoked or modified accordingly.

6.   Effectivity

    This Order shall take effect immediately.

GEORGE M. JEREOS
Commissioner