



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

February 27, 1992

CUSTOMS MEMORANDUM ORDER
NO. 25-92

Subject: Guidelines on the transfer and Release of Forfeited/Abandoned Relief Articles to Government/Charitable Institutions Thru the Department of Social Welfare and Development.

Pursuant to the pertinent clauses of Section 2610 of the Tariff and Customs Code and Section 20 (20- (c)) of the Revised Administrative Code of 1987 the following instructions are hereby issued to govern the release and transfer of forfeited/abandoned relief articles authorized to be channeled to Government relief institutions thru the Department of Social Welfare and Development .

1. All articles in customs custody intended for disposition by transfer to Government charitable institutions shall require prior approval of the Secretary of Finance, upon previous request of the Department of Social Welfare and Development.
2. Articles approved for transfer shall be covered by an acknowledgement receipt/memorandum duly signed by the Secretary of Social Welfare and Development or his duly authorized representative and approved by the Commission on Audit.

The receipt shall indicate the lot number and seizure identification number of the articles received and their quantity and appraised and/or estimated value.

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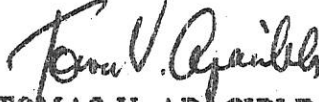
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3. The Collector of Customs concerned thru the Auction and Cargo Disposal Division/Unit shall require that articles subject to transfer are received and signed for release, by duly authorized representative of the Department of Social Welfare and Development holding a position of rank and responsibility.

For this purpose, the Chief of the ACDD/Unit before release of the articles shall communicate in writing to the Department of Social Welfare and Development requesting for the full name and rank of the DSWD Officer to receive and sign for the articles at the Customs Security Warehouses and the place of delivery to DSWD Warehouse.

4. As required in existing regulations, a representative of the COA shall witness and acknowledge in the covering Gate Pass, the delivery to the DSWD.
5. Delivery of the articles shall be under conduction guard from Customs Security Warehouse to DSWD designated warehouse to be performed by personnel from the CIIS and ESS.
6. Assigned CIIS and ESS personnel shall submit their reports to their respective Director of Service, copy furnished the Collector of Customs thru the ACDD/Unit concerned.
7. After the lapse of a reasonable period of time but not beyond thirty (30) days from delivery/transfer, the Secretary of Social Welfare and Development or his duly authorized representative shall certify to the Commissioner of Customs the completion of distribution of the relief goods, indicating the place of distribution, approximate number of recipients and other pertinent facts thereof.

This Order shall take immediately.


TOMAS V. APACIBLE
Commissioner

