



November 9, 2010

CUSTOMS MEMORANDUM ORDER

NO. 42-2010

In the interest of enhancing customs revenue collection of the Bureau, the Port Operations Service (POS), in the exercise of its mandate to coordinate and monitor storage, inventory, auction and disposal activities to ensure effective implementation of customs laws, rules and regulations pursuant to E.O. 127, is hereby directed to oversee and coordinate the disposal of cargoes/shipments stored at Warehouse 159.

It shall have the following responsibilities:

1. Conduct an inventory of all cargoes/shipments held in said warehouse with the view of determining its economic value or utilization.
2. Categorize the cargoes/shipments for disposition and recommend to the Commissioner a final auction list.
3. Conduct the actual auction sale.
4. Designate/assign personnel that will assist in the disposition of auction items.

This Order shall take effect immediately.

For strict compliance.


ANGELITO A. ALVAREZ
Commissioner



MATRIX OF ACTIVITY

CMA 46 - 2010

ACTIVITY	THINGS TO BE DONE	PERSONNEL NEEDED/CONCERNED	TIME TABLE
1. Conduct an inventory of all item located at Warehouse 159.	<ul style="list-style-type: none"> - designate at least five (5) examiners from POM to assist POS in the inventory; - Coordinate with ATI to provide POS with a forklift that would be readily available when needed. - require all those in custody of the keys to warehouse 159 be always available. 	Chief, ACDMD Five (5) Examiners	Two weeks
2. Identify items that are ready for disposal and those that still has pending cases.	<ul style="list-style-type: none"> - all examiners designated must provide the POS thru ACDMD with daily accomplishment reports. - ACDMD shall identify all items that are ready for disposal. - retrieve from the law division the case files of those items that have pending cases and forward the same the Office of the Director, POS. 	ACDMD personnel	Two weeks
3. Appraisal of all the items identified for disposal.	<ul style="list-style-type: none"> - designate at least four (4) COO V to make proper appraisal on the items identified for disposal. - COO V must submit a report of the appraisals made on the items identified for disposal to the Chief, ACDMD for final approval. 	Chief, ACDMD At least four (4) COO V	One Week
4. Prepare final list of items for disposal through auction sale.	<ul style="list-style-type: none"> - prepare the final list of items for disposal. - Submit the final list to the Commissioner for approval. 	POS	Three Days
5. Prepare and cause the publication of the "Notice of Sale".	<ul style="list-style-type: none"> - Upon the approval by the Commissioner of the final list for disposal, prepare the Notice of Sale. - Cause the Publication of the Notice of Sale. 	POS	Two Days
6. Auction proper.	-supervise the conduct of the auction sale in accordance with pertinent laws.	POS	15 days after publication