

26 July 2012

Customs Memorandum Order
No. 9-2012

To : All District/Port Collectors
Deputy Collectors for Assessment
Chiefs, Formal Entry Division
Chiefs, Entry Processing Unit/Equivalent Unit
Customs Appraisers/ Examiners
All Others Concerned

Subject: **Requiring the Prior Approval of the Commissioner of Customs or of the Deputy Commissioner, MISTG for the Manual Processing of Import Entries to Effect the Clearance and Release of Imported Goods from Customs.**

This Office is in receipt of reports that manual processing of import entries to effect the release of imported goods from Customs custody are being done without the approval of the Deputy Commissioner, MISTG as required.

Existing BOC rules and regulations provide that manual processing of import entries shall be made only on the following instances:

1. Computer systems breakdown;
2. Power failure which renders the computer system non-operational;
3. the AAB is off-line; or
4. upon authorization by the BOC Deputy Commissioner for MISTG.

To ensure that there is strict adherence to the conditions that would allow the manual processing of import entries, whether consumption or warehousing, prior authorization of the Commissioner of Customs or in his absence, that of the Deputy Commissioner, MISTG shall first be required before the import entries are processed manually.

Import entries found to have been processed manually without the approval of the Commissioner of Customs or the Deputy Commissioner MISTG shall hold the District/Port Collector concerned accountable.

Failure to comply with this Order shall subject erring BOC officials and employees concerned to the imposition of appropriate sanctions, administrative, civil, and/or criminal as warranted by the circumstances, subject to existing laws and Civil Service rules and regulations.

For strict compliance.


ROZZANO RUFINO B. BIAZON

Commissioner
03 AUG 2012

