



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

MASTER COPY *[Signature]*

July 10, 2015

**CUSTOMS MEMORANDUM ORDER**

No. 22 - 2015

**SUBJECT: Revised Guidelines on the Accreditation of the Bureau of Customs Press Corps**

**I. SCOPE**

This Order, which revokes Customs Memorandum Order (CMO) dated 01-2014 further revises the guidelines and procedures in the accreditation of the members of the Bureau of Customs Press Corps who cover the Bureau and use the BOC Press Office to ensure that only *bona fide* media professionals and entities are allowed entry to BOC premises in the Port of Manila.

"Accreditation" means recognition by the Bureau of Customs of the legitimate media professionals for the purpose of access to official sources of news such as the Commissioner, the Deputy Commissioners and/ or the agency's official spokesperson and the Public Information and Assistance Division (PIAD). The accreditation shall also provide the general media the use of the Customs Press Office under the PIAD. Lastly, it shall also allow access to general public areas of the Customs premises.

The "Press" are defined as persons who have as their main profession the dispatch of news reports to their respective news agencies whether in print, radio, TV, social media or wires.

**II. ADMINISTRATIVE PROVISIONS**

It is the policy of the Bureau of Customs to provide true, objective and accurate information about the agency, its policies, orders and other directives, especially as these are imbued with public interest.

Only legitimate press members and groups shall be accredited and allowed entry by the Bureau of Customs. The Chief of the Public Information and Assistance Division (PIAD) shall be directly responsible for the approval or revocation of the accreditation of media practitioners.

The PIAD Chief shall submit a list of all accredited media practitioners to the Commissioner, the Deputy Commissioners and District Collectors, all of whom will reserve the right to decline any engagement with media proven to be otherwise.

### III. OPERATIONAL PROVISIONS

#### A. Procedures for accreditation

Applicants for accreditation may file in writing his/ her intent to be accredited by the Bureau. PIAD shall process the application within 3-5 working days. Upon approval, PIAD shall issue an identification card, to be signed by the PIAD chief.

The Bureau will accredit a maximum of two (2) representatives per publication: one (1) reporter and one (1) photographer. For TV networks, a maximum of three (3) shall be allowed: One (1) reporter and two (2) cameramen. For radio, one (1) reporter per station is allowed.

Should the accredited reporters be on sick or vacation leave, or for any similar reason, relievers will be allowed entry into the Bureau following the same guidelines, provided the absent reporter duly endorses the temporary replacement to the PIAD chief.

In the case of reshuffling of reporters within any media organization, the accredited reporter must surrender his/her accreditation ID to his/ her replacement, to be coordinated by the PIAD chief for the interests of the Bureau.

Visiting individuals affiliated to a legitimate media agency are allowed entry, whether for coverage or establishing rapport with the Bureau's officials, provided it is coordinated with the PIAD chief.

#### B. Requirements for Accreditation

- a. A letter from the publisher, editor in chief or section editor with the official letterhead stating that the applicant for accreditation has been officially assigned to primarily cover news in the Bureau.
- b. Clear photocopies of government-issued identification such as passport, driver's license, TIN.

#### IV. DENIAL OF ACCREDITATION

The PIAD must be satisfied that the individuals applying for accreditation are *bona fide* media professionals. Applications are considered on a case-by-case basis and the decisions of the PIAD are final.

- a. Applicants for accreditation must not have any derogatory record with the Customs Police.
- b. Applicants with business dealings of any organization, entities, or companies who transact with the Bureau of Customs must provide proper, accurate and relevant disclosures. Failure to do so will result to cancellation of the accreditation.

#### V. CANCELLATION OF ACCREDITATION

The Bureau, through the PIAD, reserves the right to cancel or revoke or withdraw accreditation of journalists/ media practitioners whose activities run counter to ethical practices and conduct as professionals, or who abuse privileges so extended or put the accreditation to improper use.

- a. Grounds for cancellation or revocation of accreditation
  - 1) Violation of any guidelines set forth in this Order
  - 2) Violation of the Philippine Journalists' Code of Ethics
  - 3) Involvement in smuggling activities
  - 4) Involvement in altercations or any acts that violate the rules and regulations within BOC premises
  - 5) Use of the accreditation as proof of professional qualifications or as authorization or as credential to conduct any other transaction with the Bureau
  - 6) Willfully allowing another person to use his/her BOC-issued ID

#### VI. TERMS AND CONDITIONS

- A. Wearing of the BOC-issued IDs
  - 1) The Bureau shall strictly enforce the 'No ID, No Entry' policy. The ID must be worn at all times within the Bureau's premises. Failure to do so may be disallowed entry.
  - 2) Should the accredited press individual forget or misplace his/her ID, he/she must apply for a new one as soon as possible but still temporarily wear a visitor's pass.
- B. Duly-accredited press have the following privileges:
  - 1) Use of the BOC Press Office and its facilities.
  - 2) Request BOC officials for interview or briefing on Customs-related matters, provided that interviews are pre-arranged to avoid disruption of work.

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- C. Access to Customs offices and other facilities
  - 1) For security purposes, the press are not authorized to enter any office in the agency other than the Press Office, unless otherwise invited by the office head.
- D. Renewal of Accreditation
  - 1) The PIAD will review the accreditation on a yearly basis commencing after this Order takes effect. For purposes of establishing professionalism within the BOC Press Corps and to avoid any occurrence of malicious reportage, the PIAD highly encourages changing press representatives every year.
- E. Privacy Policy
  - 1) Required information provided to the PIAD is used solely for accreditation and record-keeping purposes. These are confidential and will not be published for general access. The BOC, however, assumes no responsibility for the security of this information.

## VII. REPEALING CLAUSE

All Memoranda, Orders and other Issuances inconsistent herewith are hereby repealed, superseded and/or modified accordingly.

## VIII. DISSEMINATION

The PIAD shall furnish the Office of the Press Secretary of the Department of Finance, the Philippine Information Agency, the BOC Press Corps and all relevant media organizations copies of this Order. The Order shall also be posted in the Bureau of Customs website.

## IX. EFFECTIVITY

This Order shall take effect immediately and shall last until revoked.

  
**ALBERTO D. LINA**  
Commissioner



JUL 10 2015