



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIKALYAW CENTER  
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER

PROFESSIONALISM INTEGRITY ACCOUNTABILITY

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CUSTOMS MEMORANDUM ORDER (CMO)  
NO. 12-2022

SUBJECT: GUIDELINES IN THE ISSUANCE OF AMMUNITION FOR CUSTOMS PERSONNEL WITH BOC-ISSUED FIREARMS.

**INTRODUCTION.** This Customs Memorandum Order (CMO) establishes the rule on issuance of ammunition for all personnel with Bureau of Customs (BOC)-issued firearms, to ensure that a good quantity of supply can sustain police actions or field operations and firearms training requirement until re-supply can be effected.

**Section 1. Scope.** This CMO prescribes the ammunition allowance for each authorized BOC personnel and the procedures for replenishments.

**Section 2. Definition of Terms.**

- a. **Basic Load** – the specific quantity of ammunition allotted for every service firearms issued by the Bureau.
- b. **Individual Load** – minimum quantity of ammunition allotted to a duly authorized holder of a BOC issued service firearms.
- c. **Training Load** – specific quantity of ammunition reserved for use in the firearms proficiency training of qualified BOC personnel.

**Section 3. Basic Allowance of BOC-issued Firearms.**

- a. The following basic allowances are hereby prescribed:

Type of Weapon	Basic Load	Individual Load
<b>SHORT FIREARMS</b>		
Pistol Cal .45	100	50
Pistol 40MM	100	50
Pistol 9MM	100	50
Revolver Cal .38	50	25
<b>LONG FIREARMS</b>		
Rifle Cal 5.56	300	180
Shotgun 12 gauge	18	10

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- b. Ammunition which does not appear in the Table of Allotment above shall be issued "on-the-need" basis and shall be approved by the Commissioner of Customs or his authorized representative.
- c. Request for ammunition shall require concurrent approval by the ESS, Director and Chief, CFEU-ESS.

**Section 4. Training Ammunition.**

- a. Each trainee shall be allotted a maximum eighty (80) rounds of ammunition which shall only be exclusively used for training purposes.

Description	Drills	Rounds per Personnel
Basic Proficiency Training	Standing	20
	Kneeling	20
	Sitting	20
	Prone	20
	<b>TOTAL</b>	<b>80</b>

**Section 5. Replenishment of Individual Load.**

- a. Replenishment of expended individual load shall be indorsed by the District Commander, and the request shall be addressed to the Director, ESS attention to the Chief, CFEU-ESS.
- b. The request shall be supported with the following documents signed by the respective District Commander:
  - i. Name/s of authorized BOC personnel involved in the operation
  - ii. Date/time/place of operation
  - iii. Firearms used during the operation
  - iv. Types and quantity of ammo expended during the operation
- c. Upon approval of the request for replenishment of individual load, the CFEU-ESS shall notify the requesting party to pick-up the ammunition from the said Office.
- d. Request for additional ammunition in excess of the maximum number of allowance shall only be granted under exceptional conditions.



- e. All issuances implemented for replenishment of ammunition individual load shall be reported to the Director, Enforcement and Security Service (ESS), indicating therein the District Office, type, and quantity of ammunition.

**Section 6. Turn-in.** When authorized BOC personnel are re-assigned to another District Office, the remaining ammunition still on their possession shall be turned over to their former District Office.

**Section 7. Storage of Basic and Individual Load.** Proper storage of basic load is the responsibility of CFEU-ESS. The individual load shall be the sole responsibility of the recipient and he/she shall be liable for administrative offense in case of misuse, loss and improper usage, without prejudice to other civil or criminal charges which may be filed against the erring personnel.

**Section 8. General Policies.**

- a. The Basic Load as specified in Section 3 shall be maintained by the CFEU-ESS.
- b. Basic Load shall not be used for training or activities other than field operations unless specifically authorized by the Director, ESS.
- c. Deficiency in the number of ammunition turned-in in shall be explained in writing by the District Commander of the District Office concerned to the Director, ESS.
- d. As a control measure, Individual Load shall be issued thru a Property Acknowledgement Receipt (PAR).
- e. Quarterly Ammo Status Report shall be submitted by each District Commanders to the Director, ESS, copy furnished to the Chief, CFEU-ESS.

**Section 9. Responsibilities.**

**Chief, CFEU-ESS**

- a. Allocation and authorization of Individual Load.
- b. Formulation and review of technical policies regarding the proper:
  - i. Procurement, distribution, accounting, handling and storage of ammunitions.

CMO No. 12  
2022



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



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- ii. Strict enforcement of supply economy and first-in and first-out policy on issuance.
- iii. Submission of inventory report to General Services Division (GSD).

### District Commander

- a. Maintenance and storage of ammunition in their respective possession.
- b. Sign and indorse request for ammunition
- c. Submission of Quarterly Ammo Status Report.

### General Services Division

- a. Preparation and maintenance of Stock Card (SC), Inventory Custodian Slip (ICS), Report of Supplies and Material Issued (RSMI) and Report of the Physical Count of Inventories (RPCI).
- b. Submission of RSMI (monthly) and RPCI (Semi-Annually) to the Accounting Division.

**Section 10. Repealing Clause.** All other CMOs, memoranda or parts thereof which are inconsistent with this Order are hereby deemed repealed and/or modified accordingly.

**Section 11. Effectivity.** This CMO shall take effect five (5) days after publication in a newspaper of general circulation.

**REY LEONARDO B. GUERRERO**  
Commissioner of Customs



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**MARGARET G. MANALAYSAY**  
Administrative Officer V