

2017-03-034



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
1099 MANILA

MEMORANDUM

TO : ALL DISTRICT COLLECTORS
SUB-PORT COLLECTORS
DIVISION HEADS
ALL OTHERS CONCERNED

SUBJECT : DESIGNATION OF FOCAL PERSONS AND SUBMISSION OF
WEEKLY REPORTS

DATE : 13 March 2017

For efficient and orderly coordination among the Office of the Commissioner, the Public Information and Assistance Division (PIAD), and all other concerned offices and divisions of the bureau, you are hereby directed to designate one (1) **focal person** from your office/division, preferably the Deputy Collector for Administration in the case of Collection Districts.

The designated focal persons shall have the following functions:

1. Submit weekly operational highlights to PIAD via email;
2. Provide data as requested by the undersigned and/or PIAD; and
3. Act as first point of reference for any inquiries and verification of BOC-related concerns.

Weekly reports shall be emailed to piad@customs.gov.ph every Friday at 3:00PM, indicating as subject: [NAME OF OFFICE] Report for (Indicate week covered).

Attached is the template for the weekly report.

For strict compliance.


NICANOR E. FAELDON
Commissioner



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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MASTER COPY *ang*

GROUP/OFFICE/PORT: _____
DATE: _____

REPORT ON ENTRIES					
RECORD OF ENTRIES	FORMAL ENTRY	TRANSSHIPMENT ENTRY	WAREHOUSING ENTRY	INFORMAL ENTRY	EXPORT
NUMBER OF ENTRIES FILED					
NUMBER OF ENTRIES IN PROGRESS					
NUMBER OF ENTRIES COMPLETED					
TOTAL					
GRAND TOTAL	=				

REPORT ON BALIBAYAN BOXES			
#	CONTAINER NUMBER	DATE OF ARRIVAL	STATUS/DATE OF RELEASE
1			
2			
3			
4			
5			

(Continue on separate sheet if necessary)

REPORT ON AUCTION				
#	AUCTIONED SHIPMENT(S)			
	BILL OF LADING NUMBER	CONTAINER NUMBER	DATE AUCTIONED	WINNING BIDDER
1				
2				
3				
4				
5				

(Continue on separate sheet if necessary)

#	SHIPMENT(S) SCHEDULED FOR AUCTION		
	BILL OF LADING NUMBER	CONTAINER NUMBER	DATE OF AUCTION
1			
2			
3			
4			
5			

(Continue on separate sheet if necessary)

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REPORT ON ALERT ORDERS AND WARRANT OF SEIZURE AND DETENTION (Please tick)

#	NAME OF COMPANY	ALERT ORDER NUMBER	WARRANT OF SEIZURE AND DETENTION
1		() _____	() _____
2		() _____	() _____
3		() _____	() _____
4		() _____	() _____
5		() _____	() _____

(Continue on separate sheet if necessary)

OTHERS

APPREHENSION(S)

#	NAME OF COMPANY	COMMODITY	QUANTITY	(ESTIMATED) VALUE
1				
2				
3				
4				
5				

(Continue on separate sheet if necessary)

EVENTS/TRAININGS/SEMINARS (TO BE) CONDUCTED

#	EVENTS/TRAININGS/SEMINARS (TO BE) CONDUCTED	DATE
1		
2		
3		
4		
5		

(Continue on separate sheet if necessary)

OTHER OPERATIONAL HIGHLIGHTS/ACCOMPLISHMENT(S)/SIGNIFICANT MATTER(S)

1	
2	
3	
4	

(Continue on separate sheet if necessary)

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SUMMARY		
TOTAL NUMBER OF ENTRIES		
TOTAL NUMBER OF CONTAINERS STC: BALIKBAYAN BOXES		
TOTAL NUMBER OF CONTAINERS IN AUCTION		
TOTAL NUMBER OF WSD ISSUED		
TOTAL NUMBER OF ALERT ORDER ISSUED		

SIGNED:

DEPUTY COMMISSIONER/DISTRICT COLLECTOR/HEAD OF OFFICE