

Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
Manila

CUSTOMS ADMINISTRATIVE ORDER  
NO. 1-2005

TO: The District Collector, NAIA  
The Deputy Collectors  
The Division/Section/Unit Chiefs

The Board of Airline Representatives  
The Airline Operators Council  
The Operators, Cargo Terminal Warehouses

& All Others Concerned

SUBJECT: Amendments to Customs Administrative Order NO 7-92 (Rules and Regulations Governing the Overtime Pay & Other Compensations Related Thereto Due to Customs Personnel at the NAIA)

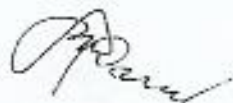
A. Section 1, Paragraph 2 of CAO 7-92 shall henceforth be read:

"x x x

**"SECTION 1. AUTHORITY TO ALLOW RENDITION OF OVERTIME SERVICES**

"Paragraph 2. When there is a shortage of regularly appointed personnel to meet the requirements or exigencies of the service, the District Collector may designate and assign any competent and regularly appointed personnel of the district to render overtime services in an acting capacity subject to the following limitations/conditions:

- a. The chief of the division where the overtime services are to be rendered shall first advise the District Collector of Customs that the division needs the services of additional personnel for overtime purposes;
- b. The chief of the division where the customs personnel proposed to be designated in an acting capacity is regularly assigned shall likewise certify that the working efficiency of his division will not be hampered or in any manner affected by the proposed designation or assignment;
- c. No customs personnel shall be designated or assigned in an acting capacity for overtime purposes unless he/she possesses the minimum qualifications required for the position under the civil service regulations;
- d. The personnel designated or assigned in an acting capacity shall undergo at least ONE (1) month on-the-job training. The chief of the division shall determine if the



personnel concerned is ready to perform the duties and assume the responsibilities of the position to which he/she is designated or assigned

- e. The chief of the division shall conduct a monthly evaluation of the performance of customs personnel designated or assigned to the division for overtime purposes. The performance evaluation report shall be submitted to the Deputy Collector of Customs exercising jurisdiction over the division. The Deputy Collector shall base on the report his recommendation to the District Collector whether the privilege of the concerned personnel to render overtime service in an acting capacity should be renewed or cancelled."

**B. Section II of CAO 7-92 shall henceforth be read:**

**"SECTION II - RATES OF OVERTIME PAY**

"The following rates of compensation per hour of overtime services rendered by Customs officials and employees at the NAIA shall be as follows:

- 1. Collectors of Customs ..... P 83.00
- 2. Supervisors/Customs Operations Officer V/  
Boarding Officers ..... 74.00
- 3. Customs Operations Officer III/ Customs  
Inspectors/Cashiers/Document  
Processors/Warehousemen/Storekeepers . 70.00
- 4. Clerks/Customs Guards/Gatekeepers ..... 66.00

**C. Section VII of CAO 7-92 shall henceforth be read:**

**"SECTION VII - TRAVELLING ALLOWANCE**

"Paragraph 1 - Customs officials and employees assigned to render overtime services in connection with the arrivals and departures of aircraft shall be entitled to a flat rate ONE HUNDRED TEN PESOS (P110.00) transportation allowance for each way from residence to NAIA and vice-versa; Provided, however, that no transportation allowance shall be charged on regular working day if the overtime services terminate within THREE (3) hours from the close of the prescribed regular office hours or commence within THREE (3) hours before the start of the prescribed regular office hours."

**D. Section VIII of CAO 7-92 shall henceforth be read:**

**"SECTION VII - MEAL ALLOWANCE AND OTHER EXPENSES**

"Paragraph 1 - Customs personnel assigned to render overtime services in connection with the arrivals and departures of aircraft shall be entitled to meal allowance, including midnight repast at a flat rate of ONE HUNDRED TEN PESOS (P110.00) per meal; Provided, however, that the overtime services rendered embrace any part of the following periods:

- Breakfast ..... from 6:00 AM to 8:00 A.M.
- Lunch ..... from 12:00 N to 1:00 P.M.
- Supper ..... from 6:00 P.M to 8:00 P.M.
- Midnight Repast ..... from 11:00 P.M to 1:00 A.M.



"Provided, further, that no meal allowance for lunch shall be charged during regular working days; Provided, finally that no customs personnel shall charge more than one meal allowance for any meal period authorized under this paragraph irrespective of the number of flights/aircraft to which he/she is assigned or airline companies served."

"Paragraph 2 - Customs personnel assigned to continuous underguarding duty outside NAIA shall be provided by the requesting party with free board and lodging or reimbursement for all reasonable and necessary expenses incurred for board and lodging duly covered by official receipts; Provided, that claims and payment for reimbursement of such expenses shall be coursed through the District Collector of Customs-NAIA who may approved, modify or deny payment of an expense."

#### E. Repealing Clause

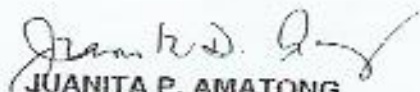
Any customs memoranda, orders or other issuances inconsistent herewith are hereby deemed, repealed or modified accordingly.

#### F. Effectivity

This Administrative Order shall take effect on the date it is approved by the Secretary of the Department of Finance.

  
GEORGE M. JEREOS  
Commissioner

APPROVED:

  
JUANITA P. AMATONG  
Secretary of Finance  
Date: Feb 9, 2011