



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA 1099

MAR 29 2004

CUSTOMS ADMINISTRATIVE ORDER
NO. 2-2004

SUBJECT: Revision in the Rates of Overtime Pay including those of Meal, Transportation, Board and Lodging Allowances, and Supervision Charges at all Seaports of Entry Amending Customs Administrative Order No. 3-91

By authority of Section 608 and in relation to Section 3506 of the Tariff and Customs Code of the Philippines, the following overtime rates, supervision charges, and reimbursement of traveling expenses, meals, board and lodging allowances, incurred by customs officials and employees at all seaports of entry payable by shipping companies and other parties served are hereby prescribed:

I. Revised Rates and Charges

A. On Board Vessel

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| 1. For Boarding Formalities | - P1,500.00/vessel |
| 2. For Entrance and Clearance | - 725.00/vessel |
| 3. For supervision of vessel during the loading and unloading of cargoes | - 3,000/day |
| 4. For supervision of vessel other than no. 3, such as bunkering and other emergency purposes like medical, sheltering, repair, marine accidents, dockyard lay up and others | - 1,500/day |

B. At the Pier/Ship-side

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| 1. For cargo control supervision and examination rendered by the following customs Officers: | |
| a. COO III & COO II | - P67.00/hour |
| b. COO I | - 60.00/hour |
| c. Asst. COO | - 53.00/hour |
| 2. For cargo control supervision by the Customs Container Control Division | - P2,500/day |

Terms and Conditions (A and B)

1. The flat rates or lump sum fees provided above are inclusive of overtime and holiday fees, meals and transportation allowances. For the lump sum fee provided in I.A.3 & 4 and I.B.2, the same shall be

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distributed among the concerned personnel in accordance with the sharing prescribed in CAO 35-93.

2. Rates per day means per day of 24-hour continuous service commencing from the time of boarding and ending at the time of disembarkation from the vessel, except that, when the vessel stayed for less than one day for loading/unloading of cargoes, this will be considered as one (1) whole day.
3. After the first 24 hours, any succeeding service rendered over 12 hours is considered one full day while any succeeding service rendered under 12 hours is considered one-half day.
4. In the case of co-loaders, only the principal agent or vessel operator shall be billed for overtime services.

II. Meals and Transportation Allowances

When customs personnel are required to travel outside of their official stations in order to render above services, in addition to the flat rates or lump sum fees provided for in I. A. and B above, the transportation, meal and lodging allowances incurred during the travel shall be reimbursed according to the following rates:

1. Meal allowance	-	P 50.00/meal
2. Transportation Allowance	-	50.00/way
3. Lodging Allowance	-	150.00/day

Terms and Conditions:

1. Customs personnel shall be entitled to reimbursable expenses enumerated above only during their travel commencing from the time they leave their official station and ending upon boarding the vessel and/or commencing from the time of disembarkation and ending upon reaching their official station.
2. Meal allowance shall be paid only if the travel time embrace any part of the following periods:
 Breakfast ----- 6:00 AM to 8:00 AM
 Lunch ----- 12:00 Noon to 1:00 PM
 Supper ----- 6:00 PM to 8:00 PM
 Midnight Repast--- 11:00 PM to 1:00 AM

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3. Land transportation each way shall be within the 8 km radius from official station to pier terminal or vice versa. For over 8 km distance, the existing published fare or current market rate for the fastest means of public transport such as airline economy fare, deluxe class boat ticket and air-conditioned bus shall apply. Transportation allowance for any category shall not be reimbursed if the tickets are provided free by the shipping line/requesting party.
4. Hotel or lodging accommodation shall also be provided by the shipping line/requesting party. Otherwise, claims for reimbursement shall not exceed the rate provided in II.3 above.

III. Applicability

The rates of overtime pay, allowances and supervision charges herein provided shall be applicable to all sea ports of entry. However, all other rules, regulations and procedures covering the rendition of overtime services shall be governed by CAO 2-82, as amended, and shall remain in full force and effect, unless revoked or repealed by subsequent orders. Attention is specifically invited to Section IX thereof, providing for the procedures in the claim and payment of this overtime pay.

IV. Effectivity

This order shall take effect upon approval by the Secretary of Finance.


ANTONIO M. BERNARDO
Commissioner

APPROVED:


JUANITA D. AMATONG
Secretary of Finance