



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

September 8, 2010

CUSTOMS MEMORANDUM ORDER
No. 35-2010

SUBJECT : Rationalization of the Offices of the Certificate of Payment Verification Office (CPVO), Certificate of Payment Clearance Unit (CPCU) and the Certificate of Payment Encoding and Verification Unit (CPEVU)

I. OBJECTIVE

1. To streamline different offices with overlapping or duplicating functions;
2. To facilitate easy access to documents;
3. To simplify the process in the issuance and transmission of Certificates of Payment.

II. ADMINISTRATIVE PROVISIONS

To implement the objectives of this Order, the following guidelines are hereby directed:

1. The Certificate of Payment Verification Office (CPVO) created under CMO 23-2007 is hereby abolished.
2. The Certificate of Payment Encoding and Verification Unit (CPEVU) created under CMO 3-2010 is declared abolished.
3. The Certificate of Payment Clearance Unit (CPCU) created under CMO 16-2009 is hereby renamed as Certificate of Payment Unit (CPU) and is hereby transferred from the Office of the Commissioner to the Deputy Commissioner, MISTG.
4. Upon effectivity of this Order, the duties and function/s exercised by the CPVO and CPEVU, including the issuance of CP in cases of personally owned motor vehicles, shall be exercised by the District Collector of the port of discharge and for vehicles of commercial quantity, the authority and the issuance of CP shall be exercised by the Deputy Collector for Assessment of the port of discharge. To promote accountability, this authority shall not be further delegated.

III. OPERATIONAL PROVISIONS

1. Upon compliance with existing rules on importations, the preparation of the CP shall follow with the retrieval of the encoded chassis, VIN and engine number

by the examiner concerned from the data forwarded to the MISTG by the person applying for the CP. The encoded data shall then be forwarded to the Principal examiner and finally, to the principal appraiser, who shall evaluate and review the data encoded by the examiner. It is understood that in clearing vehicle importations, the import entry filed complied with all existing customs rules, CAO 8-2007 on specific description included.

2. The electronically encoded CP shall then be forwarded to the Deputy Collector for Assessment who shall generate a hard copy of the CP before approving the same. Finally, the electronic CP shall be transmitted to the ECPU for transmittal to the Land Transportation Office.
3. For personally owned vehicles, the principal examiner and appraiser shall check the encoded data and tag the same as evaluated. Otherwise the CP shall be returned to the examiner for re-evaluation.
4. The electronic CP forwarded the District Collector shall be approved thereat, otherwise he shall return the same to the examiner, principal examiner/appraiser, as the case may be.
5. For motor vehicles intended for sale, the Deputy Collector for Assessment shall approve and tag the electronic CP as such. Otherwise, he shall return the same to the office of examiner, principal examiner/appraiser.
6. The electronic CP shall then be transmitted to the CPU to be finally transmitted to the Land Transportation Office. For monitoring purposes, the CPU shall submit to the Office of the Commissioner a report of CPs transmitted to the LTO on a monthly basis or as frequent as the Commissioner requires.

For clarity, importation of personally-owned vehicle shall mean importation of not more than one (1) unit by the same person within a twelve-month period.

Importation of vehicles in the name of several buyers but represented by a single person or entity shall be deemed as importation of vehicles for resale hence subject to the ad valorem tax based on importer's selling price, pursuant to Revenue Regulation 25-2003

The BOC shall comply with the commitments in the Memorandum of Agreement with the LTO. For this purpose, Certificate of Payments (CP) issued by the Bureau of Customs shall be transmitted electronically to the LTO, after the said CP has been passed upon and matched with the corresponding proof of payment made for the imported vehicles.

III. REPEALING CLAUSE

CMO 55 - 2010

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All memoranda, orders and other issuances inconsistent with this Order are hereby repealed, superseded and/or modified accordingly.

IV. EFFECTIVITY

This Order shall take effect immediately.


ANGELITO A. ALVAREZ
Commissioner
 COMMISSION ON ELECTIONS
ANGELITO A. ALVAREZ
Commissioner

10-80759