



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

**MEMORANDUM**

**TO :** ALL DEPUTY COMMISSIONERS  
ALL SERVICE DIRECTORS  
ALL DISTRICT AND SUB-PORT COLLECTORS  
ALL OTHERS CONCERNED

**SUBJECT :** Alert Order Request

**DATE :** 14 February 2017

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In order to protect the integrity of the Alert Orders issued by the Command Center-OCOM, the requesting offices authorized by the undersigned to make such request should indicate/attach as far as practicable to their Alert Request Form the following information/documents in support to their allegations that the said importation violates the Customs Modernization and Tariff Act and other laws regulating the importation of goods, to wit:

1. The proper classification of the goods, in case of misclassification;
2. Document/s to support their allegation that the subject consignee possibly misdeclared or did not declare the contents of the containers such as but not limited to either of the following:
  - a. Intelligence report;
  - b. Profile report of the consignee or broker involved showing that they have the propensity to commit fraud;
  - c. Justification report pertaining to inconsistencies on the lodged entries

The above requirements should be appended to the request to ascertain the veracity of their request to alert a particular shipment and to protect the interest of the stakeholders from undue harassment.

Finally, any alert request that concerns valuation and classification issues will be referred to the Imports and Assessment Service for validation.

For strict and immediate compliance.

  
**NICANOR E. FAELDON**  
Commissioner

**FEB 23 2017**