





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

OFFICE OF THE COMMISSIONER

MEMORANDUM

TO : ALL DISTRICT/SUBPORT COLLECTORS
ALL DEPUTY COLLECTORS FOR ASSESSMENT
ALL DIVISION CHIEFS, FORMAL/INFORMAL
ALL ACCREDITED IMPORTERS
ALL CUSTOMS BROKERS AND DULY AUTHORIZED
REPRESENTATIVES
CHAMBER OF CUSTOMS BROKERS INC.
ALL OTHERS CONCERNED

FROM :  
ISIDRO S. LAPEÑA, Ph.D., CSEE
COMMISSIONER

SUBJECT : MANDATORY USE OF THE DOCUMENT PROCESSING TIME
FORM

DATE : NOVEMBER 03, 2017

To ensure the fulfilment of the missions of the Bureau of Customs *to assess and collect lawful revenues efficiently, to facilitate trade in a secured manner and to promote professionalism and integrity in the service*, there is an immediate need to conduct refinements in the methodologies currently in place and adapt a work process that promotes efficient review and processing of documents at the Assessment Division.

This memorandum is being issued to provide stakeholders with a uniform process flow clearly identifying the person responsible for every activity and period of time involved for each process. This will also help the bureau identify which areas or stages in the process are predisposed to incur delay.

In relation to this, you are hereby directed to require the mandatory use of the Document Processing Time Form as attached (See Annex A).

Any issuance that is inconsistent with this memorandum is hereby repealed, amended or modified accordingly.

This Order shall take effect upon signing.



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

ANNEX A
MEMO DATED _____

DOCUMENT PROCESSING TIME FORM

FORMAL ENTRY/INFORMAL ENTRY

CONSIGNEE: _____

ENTRY NO. _____

BROKER/REPRESENTATIVE: _____

PERSON/OFFICER IN CHARGE	TIME RECEIVED	TIME RELEASED	NAME AND SIGNATURE	REMARKS
A. ENTRY PROCESSING UNIT Receiving Clerk Document Processor Releasing Clerk				
B. ASSESSMENT DIVISION Receiving Clerk Section				
C. COO III				
D. COO V				
E. LIQUIDATION AND BILLING Assessor				