

2019-11-001



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
1099 Manila

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MASTER COPY

MEMORANDUM

TO : All District Collectors
All Special Deputy Collectors NAIA / Assessment
Composite Division and/or its Equivalent Units
All Chiefs, Informal Entry Division and/or its Equivalent Units
And All Others Concerned



BOC-09-08003

FROM : REY LEONARDO B. GUERRERO
Commissioner, Bureau of Customs

SUBJECT : BALIKBAYAN BOX TRACKING SYSTEM

DATE : October 30, 2019

In line with the soft launching of the **Parcel and Balikbayan Box Tracking System (PBBTS)** and in order to provide assistance to Filipinos living abroad in tracking the status of their "Balikbayan Boxes" sent to their relatives and loved ones, you are hereby directed to furnish thru email the Systems Development Division (SDD-MISTG) at mistg-helpdesk@customs.gov.ph with the following **DAILY REPORT** of consolidated shipment with goods declaration filed at your respective offices starting November 1, 2019:

*PORT/ WHSE	CNTR NO	*MBL/AWB NO	*HBL/AWB NO	*CO	CONSOLI DATOR	*DECONSO LIDATOR	TRACKING NO	SENDER	RECIPIENT	NO OF BOX	*ENTRY NO

The Informal Entry Division or its equivalent unit are hereby directed to update the status of each BL in the PBBTS. Take note of the mandatory fields in the report, namely the **Port/Warehouse, Master BL/AWB, House BL/AWB(If applicable), Country of Origin, Deconsolidator/Freight Forwarder, Entry No.** Also, BL/AWB Column shall reflect the AWB/BL that was entered in the E2M system. The SDD-MISTG shall orient the concerned offices on the updating procedures.

To ensure that other fields are provided in the report and to facilitate the process, you are hereby directed to coordinate with the **Deconsolidators and/or Freight Forwarders** regarding the submission of soft copy of the said report to your office.

For strict compliance.