



**MEMORANDUM**

**TO :** ALL DEPUTY COMMISSIONERS  
ALL DISTRICT COLLECTORS  
ALL OTHERS CONCERNED

**FROM :** REY LEONARDO B. GUERRERO  
Commissioner

**SUBJECT :** SUPPLEMENTAL GUIDELINES FOR THE ISSUANCE OF  
ACCREDITATION PASS TO BOC STAKEHOLDERS

MAR 30 2020



BOC-09-12369

OCOM Memorandum No. 62-2020 dated 25 March 2020 provides for the implementation of the "Guidelines for The Application and Issuance of Accreditation Pass to BOC Stakeholders" for BOC Accredited Importers, Licensed Customs Brokers, Declarants, or any of their authorized representatives to facilitate the processing of any new and pending official BOC transactions requiring physical submission of documents or physical presence of the client in the authorized BOC premises.

In order to ensure that the objectives of OCOM Memorandum No. 62-2020 are met in a timely manner, all District Collectors and other concerned offices are hereby directed to implement the following modifications to the operational procedure to be performed by customs officers under paragraph 5.2 of the above-mentioned Memorandum, to wit:

"5.2 The following operational procedure shall be performed by the **Customs Officers**:

(xxx)

5.2.4 An Accreditation Pass shall be processed within twenty-four (24) hours from the time of submission of an online application.

5.2.4.1 If the Validating Officer from the Port finds the application in order, the Ticket shall then be routed to the District Collector for review and approval. Upon approval, a **One-time Accreditation Pass** shall be issued by the Port concerned.

5.2.4.2 If the application involves any transaction to be processed by groups/offices under the Office of the Commissioner, the Validating Officer, upon review, shall route the Ticket to the Office of the Deputy Commissioner – AOCG for the issuance of the **One-time Accreditation Pass**.

5.2.5 A **One-time Accreditation Pass** shall be issued to the Client, indicating therein the following:

- a. Name of applicant;
- b. Date and time of travel (Validity Period); and
- c. Identification Number Code.

(xxx)"

Except for the foregoing modifications, all other guidelines provided under OCOM Memorandum No. 62-2020 dated 25 March 2020 shall remain effective.

To reiterate, OCOM Memorandum No. 62-2020 and its supplemental guidelines shall remain in effect until 12 April 2020, unless the Enhanced Community Quarantine (ECQ) is earlier lifted or further extended as the circumstances may warrant. In any case, the same shall be effective throughout the duration of the ECQ.

For immediate compliance.