



MEMORANDUM

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TO : ALL DISTRICT COLLECTORS
ENFORCEMENT GROUP
INTELLIGENCE GROUP
ENFORCEMENT AND SECURITY SERVICE
CUSTOMS INTELLIGENCE AND INVESTIGATION
SERVICE

FROM : REY LEONARDO B. GUERRERO
Commissioner *9*



BOC-05-13847

APR 29 2021

SUBJECT : REITERATION ON THE SUBMISSION OF REPORTS IN IMPLEMENTING LETTERS OF AUTHORITY (LOA) AND THE FORMALITY TO BE OBSERVED FOR ITS CLOSURE/TERMINATION

DATE : 28 April 2021

- 1.0 References:
 - 1.1 Customs Administrative Order (CAO) No. 03-2019 on "CUSTOMS JURISDICTION AND EXERCISE OF POLICE AUTHORITY"; and
 - 1.2 Attached template.
- 2.0 In view of the above reference, it has been observed that the requirement of submitting reports, under Sec. 4.6.7 of CAO No. 03-2019, within the prescribed period is not being strictly adhered to by the implementing Customs Officers.
- 3.0 As such, the same is hereby reproduced as a reminder:

"The Customs Officer exercising the power to visit and inspect shall render progress reports during and after the actual visit, and shall submit the final report, including the inventory report signed by the COO III, to the Commissioner within twenty-four (24) hours after the conclusion of the proceedings".
- 4.0 Furthermore, the designated team leader in the implementation of the LOA shall submit a final report on all actions and proceedings taken in connection with the said LOA, including his recommendations for the termination or closure of the same or reopening of sealed or closed warehouses or premises subject of the LOA, stating his reasons therein (see attached template), for the appreciation and approval of the Commissioner.
- 5.0 For strict and immediate compliance.



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

OCOM Memo No. 71-2021 p.2

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MEMORANDUM

TO : CUSTOMS AND OTHER GOVERNMENT OFFICERS,
EXERCISING POLICE AUTHORITY, AUTHORIZED TO
IMPLEMENT LETTER OF AUTHORITY (LOA)
NO. _____ WITH MISSION ORDER (MO)
NO. _____

FROM : REY LEONARDO B. GUERRERO
Commissioner *qj*

SUBJECT : TERMINATION OF LOA NO. _____ AND MO
NO. _____

DATE : _____

- 1.0 Reference(s):
 - 1.1 Disposition Form (DF) for the Commissioner dated _____ on " (title of DF) "
 - 1.2 Customs Administrative Order (CAO) no. 03-2019 on "CUSTOMS JURISDICTION AND EXERCISE OF POLICE AUTHORITY"
- 2.0 In view of the above references, LOA no. _____ and MO no. _____ is hereby terminated. _____ (state reasons herein)
- 3.0 Moreover, you are hereby ordered to restore the possession of the imported articles to _____ and remove, if there is any, the padlock or seal placed upon the subject's premises.
- 4.0 For your information and compliance.