



*dyb*  
**MASTER COPY**

**MEMORANDUM**

**To :** ALL DISTRICT COLLECTORS  
DEPUTY COMMISSIONER, IG  
ASSISTANT COMMISSIONER  
DIRECTOR, CIIS  
CHIEF, PIAD

**From :** **EDWARD JAMES A. DY BUCO**  
OIC & Deputy Commissioner, AOCG

**Subject :** SUBMISSION OF REPORTS ON SHIPMENTS OF  
MEDICAL AND EMERGENCY SUPPLIES AND  
EQUIPMENTS

**Date :** 23 March 2020

---

In order to maintain uniformity, consistency and efficiency in the submission of reports on shipments of medical and emergency supplies and equipment processed and released in the various ports, all concerned are enjoined to observe the following:

1. The report shall cover processed and released shipments up to 2300H every day.
2. There shall only be one report from each district which will be concurred by the District Collector and CIIS Supervisor.
3. The report shall be electronically submitted to the office of AOCG at [odc.aocg@customs.gov.ph](mailto:odc.aocg@customs.gov.ph) not later than 8am of the following day. The following details must be provided in excel format:
  - a. Port;
  - b. Entry Number;
  - c. Consignee;
  - d. Broker;
  - e. Exporter;
  - f. Country of Origin;
  - g. Vessel Reg./Flight No.;
  - h. BL/AWB No.;
  - i. Description (as per BL/AWB);

- j. Specific and Detailed Description and Quantity;
- k. Duties and Taxes paid;
- l. Date of Arrival;
- m. Date and Time of Filing; and
- n. Date and Time of OLRs.

All reports shall include a summary of all subject shipments for the day.

For guidance and strict compliance.