



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
MANILA

MAY 19 1985

CUSTOMS MEMORANDUM ORDER  
NUMBER 10-95

TO : The District Collectors - POM & MICP  
The Deputy Collectors for Operations  
The Chiefs, FED, IED, WAD & Collection  
Divisions  
and  
All Others Concerned

SUBJECT : Distributed Entry/Clearance Document Lodgment  
and Manifesting System.

I. OBJECTIVE

To further streamline the clearance procedure for  
import shipments;

II. SCOPE

The provisions of this order shall apply to all types  
of import entry declarations and transshipment/transfer  
permit applications such as, a) Consumption Entry, b)  
Warehousing Entry, c) Informal Entry, d) Foreign and Local  
transshipment Permits, and e) Special Permit to Transfer to  
Outside CY - CFS.

In the meantime that only the Port of Manila (South  
Harbor) and the Manila International Container Port (MICP)  
have computerized Manifest Clearance Systems under a Local  
Area Network, the provisions of this order shall only be  
applicable to those two ports.

III. GENERAL PROVISIONS

- 3.1 DISTRIBUTED LODGMENT AND MANIFEST CLEARANCE.-- The  
centralized lodgment and manifesting of import  
entries and other clearance documents at the Entry  
Processing Division of the Port is hereby  
discontinued. In lieu thereof, clearance documents  
shall be filed, received and manifested at the  
office directly responsible for processing the same.
- 3.2 LODGMENT OFFICE.-- Entries and Transshipment/  
Transfer Permits shall be submitted directly to the  
following operating offices:

<u>Type of Document</u>	<u>Receiving/Operating Office</u>
Consumption Entry under Yellow and Red Lanes	Formal Entry Division
Consumption Entry under Green Lane	Collection Division

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Warehousing Entry

Warehousing Assessment  
Division

Informal Entry

Informal Entry Division

Foreign and Local Office of the Deputy  
Transshipment Permit; Collector for Operations  
Special Transfer to outside CY - CFS

- 3.3 For identification of the type of document, assignment of entry/permit number shall follow the general format of

	/-----	MONTH
	/-----	DAY
	/-----	YEAR
	/-----	SERIAL NUMBER
Line 1 -->	05 16 95 012345	
Line 2 -->	POM - F	
	\-----	DOCUMENT TYPE
	\-----	PORT

Please refer to the attached list of codes for document types and port codes (Annex A).

- 3.4 To insure smooth transition from centralized to decentralized system, the following provisions shall be observed:

3.4.1 A Reception Processing and Manifesting Unit (RPMU) shall be created in each of the operating divisions/ offices in 3.1 to be staffed by -

- 3.4.1.a Receiving Clerk
- 3.4.1.b Document Processor
- 3.4.1.c Manifest Clerk
- 3.4.1.d Order of Payment Clerk (if applicable)
- 3.4.1.e Perforating Machine Operator
- 3.4.1.f CRF Verifier (if applicable)
- 3.4.1.g Segregator

3.4.2 Reference files to be utilized in the processing of entry/permit shall be made available to the different RPUs. These are :

- 3.4.2.a Electronic Manifest File
- 3.4.2.b Accredited Importers File
- 3.4.2.c Electronic CRF File
- 3.4.2.d Hold/Alert Order File
- 3.4.2.e Accredited Brokers File

#### IV. OPERATIONAL PROVISIONS

Pending the issuance of an order defining the detailed entry reception and processing procedure to be observed at the RPMU's, the existing procedures in the receipt, processing and manifesting of entry/clearance papers shall be observed at the operating divisions/offices.

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V. REPEALING CLAUSE

All rules and regulations inconsistent with this order are hereby deemed repealed, superseded accordingly.

VI. EFFECTIVITY

This order shall take effect immediately.

  
GUILLERMO L. PARAYNS, JR.  
Commissioner

CMO NO. \_\_\_\_\_

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ANNEX "A"

LIST OF CODES FOR PORT AND DOCUMENT TYPE

I. DOCUMENT TYPE CODES

<u>Document Type</u>	<u>Code</u>
Non-Green Lane Consumption Entry	F
Green Lane Consumption Entry	S
Warehousing Entry	W
Informal Entry	I
Special Transfer	O

II. PORT CODES

<u>Port</u>	<u>Code</u>
Port of Manila	POM
Manila International Container Port	MIP

SP