



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

CUSTOMS MEMORANDUM ORDER

NO. 17-93

**TO: District Collector, NAIA
Deputy Collector for Passenger Service
District Commander, CPD, ESS
OIC, CIIS-NAIA
All Customs Personnel Concerned**

SUBJECT: Security Procedures at NAIA Complex.

In line with the Airport Security Procedures implemented at the Ninoy Aquino International Airport (NAIA) Complex and to safeguard the Airport premises against saboteurs, mulcters, unscrupulous as well as unauthorized persons, the following instructions are hereby issued and promulgated:

1. All Customs Personnel entering the Airport Ramp Area shall present themselves and their vehicles for inspection being undertaken by PNP PASCOM Gate Guards;
2. Boarding and searching of Aircraft by assigned Customs Inspector/Guards and other personnel of the Aircraft Operations Division shall be done only after disembarkation of all passengers except under special circumstances when search is advisable to be conducted in the presence of the passengers in which case the same is to be conducted expeditiously and with utmost courtesy. The same procedures shall apply in cases of Special Operations by the Customs Police and/or CIIS in searching Aircraft suspected carrying contraband or other prohibited items or cargoes.
3. Customs Personnel who are not on Official Duty at the Arrival and Departure areas shall stay in their respective offices and are prohibited from loitering and/or gallivanting around these restricted areas.
4. All personnel during their tour of duty shall observe proper office decorum such as proper wearing of office uniform, including Identification Pass. They shall refrain from doing acts that are considered unbecoming of a Customs employee, particularly eating during one's tour of duty, sitting improperly or snoozing while on post and chatting or engaging in unnecessary conversation with co-employees.
5. Non-Customs personnel shall not be allowed to loiter in the arrival and departure areas and all other areas considered as restricted to Customs Personnel only.


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6. It shall be the duty of the Customs Police District Command to enforce and apply this Order strictly and uniformly at all times.
7. All other Customs Officials and personnel are hereby enjoined to observe this Order.

Any violation of this Order committed by Customs Officials and personnel shall be dealt with accordingly.

For strict compliance.


GUILLERMO L. PARAYNO JR.
Commissioner