

Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
Manila

31 July 1998

CUSTOMS MEMORANDUM ORDER

NO. 24-98

SUBJECT: Designating PSI CBW No. 31 as Extended Arrival Area for Handling, Processing and Clearing of Accompanied and Unaccompanied Baggages of Commercial Quantity

1.0 OBJECTIVES

- 1.1 To decongest the International Passenger Terminal (IPT) – Arrival Area of the subject baggages.
- 1.2 To protect the interest of the government by means of efficient examination of the subject shipments and proper collection of duties and taxes.
- 1.3 To generate accurate information from the PSI for the Bureau's use.
- 1.4 To formalize the present practice of clearing the subject shipments at the NAIA

2.0 GENERAL PROVISIONS

- 2.1 All subject shipments as determined by the District Collector, the Deputy Collector for Passenger Services, the Arrival Operations Division Chief, or the Duty Collector, as the case may be, shall be transferred from the planeside or IPT Arrival Area to the PSI CBW.
- 2.2 A Customs Guard from the Aircraft Operations Division shall be responsible in escorting the transfer under boatnote from the planeside ramp to the PSI.
- 2.3 The PSI Ramp Checker and the Airline Representative shall sign on the boatnote to confirm the number of cartons, boxes, packages or baggages to be transferred reflected thereon.
- 2.4 The PSI shall be responsible in providing the tow car to effect the transfer from the ramp to the PSI.
- 2.5 A Customs Warehouseman and/or Storekeeper shall be assigned at the PSI Extended Arrival Area for the purpose of receiving the subject shipments for storage until properly released therefrom.
- 2.6 The Customs Warehouseman and/or Storekeeper and the PSI Warehouse Checker shall conduct joint inspection and checking of baggages against the boatnote indicating on the boatnote the total volume and weight.

2.7 As presently practiced, the Deputy Collector for Passenger Services, the Arrival Operations Division Chief or Assistant Chief, or the Duty Collector, as the case may be, and the Terminal Release (TR) Group assigned on a rotation basis shall be responsible in the processing and clearance of the subject shipments. They shall try to insure that:

2.7.1 The BOC mobile scanning unit (X-ray) is available and operational.

2.7.2 100% examination is conducted.

2.7.3 Closed Circuit TV is available and operational.

2.7.4 Packing list is available to aid in the examination of the subject shipments.

2.8 PSI shall insure that:

2.8.1 The weighing scale it shall provide is electronically designed and programmed as well as operational at all times.

2.8.2 Its personnel are present at all times.

2.8.3 It can provide maximum security and safety in handling of baggage.

2.8.4 The working area for the BOC personnel and the waiting area for the traders are conducive.

2.8.5 It can provide fast and efficient service.

2.8.6 It will cooperate with the BOC and assist in all its computerization efforts when needed.

2.9 The processing and clearing schedule shall be as follows:

2.9.1 Regular working days (Monday to Friday daily)

- 8:00 a.m. to 10:00 p.m.

2.9.2 Saturdays, Sundays and Holidays

- 9:00 a.m. to 9:00 p.m.

2.10 The shipments that arrive beyond the processing and clearing schedule shall be stored at the PSI Extended Arrival Area. However, the PSI shall be liable for losses/damages, if any, while the baggages are under its custody.

2.11 No release shall be allowed without the payment of the corresponding duties, taxes and other charges and duly accomplished gatepass approved by the Deputy Collector for Passenger Services, the Chief or Assistant Chief of the Arrival Operations Division during regular working hours or the Duty Collector for releases after regular working hours and during Saturdays, Sundays and holidays.

2.12 The present service fee collected by the PSI (in the amount of P 3.30/kg. for one day storage and an additional P 1.00/kg./day as storage charge for baggage that stayed beyond one day due to the trader's fault or omission)

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shall not be increased without the clearance from the NAIA District Collector and the Commissioner of Customs.

2.13 The PSI shall be responsible in paying the overtime pay of certain Customs personnel assigned for this purpose as presently done.

3.0 EFFECTIVITY

This Order shall take effect immediately and shall last until revoked or superseded by another Order, law or regulation inconsistent herewith.


PEDRO C. MENDOZA, JR.
Commissioner