

*r. J. P.***MEMORANDUM**

**FOR : ALL DISTRICT COLLECTORS**

**FROM : ATTY. EDWARD JAMES A. DY BUCO**  
Deputy Commissioner  
Assessment and Operations Coordinating Group

**SUBJECT : PROCEDURES BASED ON THE  
CLEARANCE PROCESS REQUIREMENT FOR PERFORMANCE  
GOVERNANCE SYSTEM (PGS)**

**DATE : JULY 03, 2020**

The Assessment and Operations Coordinating Group (AOCG) is conducting an audit of customs processes to enhance and improve current procedures that are compliant with existing rules and regulations.

In this regard you are hereby directed to submit a process flow chart including the step-by-step process on the following customs procedures:

1. Clearance Procedures
  - a. Formal Entry
  - b. Informal Entry
2. Transit Procedures
3. Transshipment Procedures

Kindly submit the said report in soft copies at [pocd@customs.gov.ph](mailto:pocd@customs.gov.ph) on or before 12:00 noon, July 10, 2020. Should you have any questions, you may contact Mr. Seanery Pacupac and Mr. Mario Miguel Soriano at contact numbers 09330646183 and 09173038331, respectively.

For your immediate strict compliance.