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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
1099 Manila

*R. J. Dy Buco*  
**MASTER COPY**

**MEMORANDUM**

TO : All District Collectors and Sub-Port Collectors  
All Chiefs, Piers Inspection Division and Equivalent Units  
All others concerned

FROM : **ATTY. EDWARD JAMES A. DY BUCO**  
Deputy Commissioner, AOCG

Date : 2 July 2019

Subject : Submission of Stowage Plans, General Stowage Plans, and Loading  
Summary Sheet in Electronic Copy



BOC-01-00907

Pursuant to CAO No. 1-2016 dated 22 January 2016 with subject, "Advance Cargo Declaration, Inward Foreign Manifest and Consolidated Cargo Manifest Rule" to receive required details and information of incoming importations from the exporting country and exporter/seller and to secure relevant documents in order to consolidate real-time data and reports on customs operations, all ports and sub-ports are hereby directed to submit to this Office electronic copies of the Stowage Plans together with General Stowage Plans and Loading Summary Sheet of all vessels discharging within their respective collection district within three (3) working days from availability thereof.

All submissions shall bear the subject title (*Stowage Plan-Vessel/Name/Date/Port of Discharge*) and be sent to [odc.aocg@customs.gov.ph](mailto:odc.aocg@customs.gov.ph).

For strict compliance.