

OCOM Memo No. 58-2020



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

MASTER COPY
Jesus C.

MEMORANDUM

**TO : ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS
ALL OTHERS CONCERNED**

**FROM : REY LEONARDO B. GUERRERO
Commissioner**

**SUBJECT : TEMPORARY CLOSURE OF THE MANILA INTERNATIONAL
CONTAINER PORT (MICP) BUILDING**

DATE : 24 March 2020

In order to ensure the health and welfare of all personnel of the Manila International Container Port (MICP), its service providers, and stakeholders, you are hereby informed that the MICP Building shall be placed on **temporary closure** immediately and until further notice.

During the period of the temporary closure of the MICP Building, the District Collector, MICP shall ensure an efficient work plan to provide unhampered service to our stakeholders. Thus, all port operations of MICP which remain unaffected by the temporary closure of the MICP Building shall continue to function such as but not limited to the boarding of vessel, examination of goods at the designated examination area, x-ray inspection and transfer of goods to the CY/CFS.

All other transactions such as processing of goods declaration which may be affected by the temporary closure of the MICP Building shall temporarily be processed through the ancillary support of the Port of Manila (POM) and utilization of the Bureau's online facilities.

In the interim, processing of goods declaration and other necessary functions which may require submission of hardcopies of documents or physical presence or appearance of the stakeholder in the MICP Building shall be processed by the POM through the Customer Care Center (CCC).

The District Collector, MICP is hereby directed to submit within twenty-four (24) hours a detailed plan of action to include the working arrangement such as "Work from Home" in order to make fully functional the online facilities for MICP personnel and the transacting public.

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A handwritten signature in black ink, appearing to be "Garcia C.", is written below the "MASTER COPY" text.

The District Collectors of MICP and POM are hereby directed to ensure the effective implementation of this contingency plan and that all transactions and concerns of the MICP shall be attended to with dispatch.

For strict implementation.