

2015-01-013



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MEMORANDUM

For : All District Collector

Attention : All Chiefs, Bonds Divisions
All Chiefs, Liquidation and Billing Divisions

Subject : Creating G-MAIL Account

Date : 23 January 2015

Recall that pursuant to Memo dated 10 December 2014 duly signed by Commissioner of Customs, John Philip Sevilla, copy of which is hereto attached for easy reference, all Chiefs of Bonds Divisions and Chiefs of Liquidation and Billing Divisions are ordered to submit a daily soft copy of all outstanding obligation to the Collection Service, RCMG, addressed to the Acting Director, Exequiel C. Cempron, for purposes of systematizing the process of issuing certification and to maintain a regular updated database of all outstanding obligations.

Relative thereto, please create an email address using G- Mail format (Annex -1) to be utilized in the online submission of your daily soft copy of all outstanding obligations as mandated by the aforesaid Memo. We will be using Google Drive application to ensure your timely online submission.

Accordingly, to familiarize yourselves with the functionalities of Google Drive, we encourage you to study the manual and /or Youtube tutorials pertaining to Google Drive.

For appropriate action.


EXEQUIEL C. CEMPRON
Acting Director, Collection Service, RCMG

Cc: Office of the Commissioner
Deputy Commissioner, RCMG



DAILY LIST OF OUTSTANDING OBLIGATIONS
 From LIQUIDATION AND BILLING DIVISION

Port of _____
 Address: _____
 Telephone No.: _____
 E-Mail Address: _____

#	DATE	IMPORTER INFORMATION				CUSTOMS BROKER INFORMATION				LIST OF OUTSTANDING OBLIGATION							
		Company	Import Accreditation No.	Address	Telephone No.	Email Address	TIN No.	Name of Customs Broker	Brokerage Firm	Address	Telephone No.	Email Address	TIN No.	* Type of Obligation	Import Entry No.	Amount of Obligation	Date Incurred
1																	
2																	
3																	
4																	
5																	
6																	
7																	

* Type of Obligation includes any of the following additional assessment:

- a) Freight
- b) Insurance
- c) Exchange Rate
- d) Value
- e) Others

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**G-MAIL ACCOUNTS
for MONITORING DUE AND DEMANDABLE BONDS
and OUTSTANDING ACCOUNTS**

Collection Service	<u>boc.collection@gmail.com</u>	
PORT	BONDS DIVISION	LIQUIDATION & BILLING DIVISION
1. POM	bd.pom@gmail.com	lbd.pom@gmail.com
2. MICP	bd.micp@gmail.com	lbd.pom@gmail.com
3. NAIA	bd.naia@gmail.com	lbd.naia@gmail.com
4. CEBU	bd.cebuc@gmail.com	lbd.cebuc@gmail.com
5. BATANGAS	bd.batangas@gmail.com	lbd.batangas@gmail.com
6. DAVAO	bd.davao@gmail.com	lbd.davao@gmail.com
7. CLARK	bd.clark@gmail.com	lbd.clark@gmail.com
8. SUBIC	bd.subic@gmail.com	lbd.subic@gmail.com
9. SURIGAO	bd.surigao@gmail.com	lbd.surigao@gmail.com
10. SAN FERNANDO, LA UNION	bd.sflu@gmail.com	lbd.sflu@gmail.com
11. ZAMBOANGA	bd.zamboanga@gmail.com	lbd.zamboanga@gmail.com
12. CAGAYAN DE ORO	bd.cdo@gmail.com	lbd.cdo@gmail.com
13. ILOILO	bd.iloilo@gmail.com	lbd.iloilo@gmail.com
14. TACLOBAN	bd.tacloban@gmail.com	lbd.tacloban@gmail.com
15. LIMAY, BATAAN	bd.limay@gmail.com	lbd.limay@gmail.com
16. LEGASPI	bd.legaspi@gmail.com	lbd.legaspi@gmail.com
17. APARRI	bd.aparri@gmail.com	lbd.aparri@gmail.com