



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

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Date DEC 13 2023

U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations

CUSTOMS MEMORANDUM ORDER (CMO)
NO. 19-2023

REGISTERED
DEC 19 2023

SUBJECT: MANDATORY SUBMISSION OF REPORTS & DATA IN THE NATIONAL CUSTOMS INTELLIGENCE SYSTEM (NCIS)

ONAR Registration TIME: BY: *hm*

Section 1. Scope. This Order mandates the following offices/ divisions to input and upload relevant data as indicated under Section 4 of this Order: Office of the Commissioner, Office of the Deputy Commissioner for Intelligence Group, Customs Intelligence and Investigation Service (CIIS), Accounts Management Office (AMO), X-Ray Inspection Project (XIP), Risk Management Office (RMO), Alert Order Clearing House Desk (AOCHD), Enforcement and Security Service (ESS), Customs Operations Center (COC), Human Resource Management Division (HRMD), Imports and Assessment Service (IAS), Legal Service, Law Division, Piers and Inspection Division, and Office of the Deputy Collector for Operations of Customs Districts, and other offices as may be identified by the Chairperson, NCIS Committee.

Section 2. Objectives.

- 2.1. To strengthen the Bureau of Customs (BOC)'s ability to safeguard national borders and facilitate international trade by generating actionable measures based on pertinent information;
- 2.2. To establish a comprehensive and viable database to generate actionable intelligence and to support case build-up, risk profiling, and analysis;
- 2.3. To define the duties, responsibilities, and accountabilities of offices mentioned herein and personnel granted access to NCIS to ensure effective system utilization and data security; and
- 2.4. To equip officials of the BOC with data-driven insights to aid in informed decision-making, ultimately enhancing the BOC's operational efficiency and effectiveness.

Bureau of Customs
CENTRAL RECORDS MGT. DIVISION

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MARGARET G. MANALAYSAY
Administrative Officer V

Section 3. Definition of Terms. For purposes of this Order, the following terms are hereby amended and defined accordingly:

3.1. National Customs Intelligence System (NCIS) – a secured data warehouse of intelligence information from various units in the BOC.

3.2. NCIS user – shall refer to a BOC personnel, holding a plantilla position, authorized by the NCIS Committee to upload, input, revise, and view data on NCIS.

3.3. NCIS Committee – shall refer to a committee composed of the following:

Chairperson: Deputy Commissioner, Intelligence Group

Vice-Chair: Deputy Commissioner, Management Information System and Technology Group (MISTG)

Members:

- Assistant Commissioner, Post Clearance Audit Group (PCAG)
- Deputy Commissioner, Enforcement Group
- Deputy Commissioner, Assessment and Operations Coordinating Group
- Director, CIIS
- Director, Legal Service
- Director, ESS
- Chief, CIIS-Intelligence Division
- Chief, RMO
- Head, XIP
- Data Protection Officer

Secretariat: RMO

Section 4. Mandatory Submission of Reports in the NCIS. The following BOC offices are mandated to upload to the NCIS the respective reports/data required hereunder:

4.1. Intelligence Group

- a. Daily Intelligence Brief (DIB).

4.2. CIIS-Intelligence Division

- a. Reports on Letter of Authority (LOA);
- b. Summary of Information;

- c. Watchlist concerning importers and customs brokers;
- d. Field Information Report (FIRE);
- e. Consignee/ Broker Inspection Report; and
- f. Summary Report on Inspected Shipments.

4.3. CIIS-Internal Investigation Division

- a. Investigation Report (with status); and
- b. Referral to other offices/agencies.

4.4. CIIS-Investigation Division

- a. Investigation Report;
- b. Certificate of No Pending Case
 - i. BOC Personnel
 - ii. Customs Bonded Warehouse; and
- c. Referral to other offices/agencies.

4.5. CIIS-Intellectual Property Rights Division

- a. Approved IPR recordation;
- b. Summary of IPR-related seizure cases; and
- c. Reports on Implemented LOA

4.6. XIP

- a. Findings on all scanned containers

4.7. AMO

- a. Shipments for continuous processing;
- b. Stern Warning issued; and
- c. Inspection reports on consignees/brokers.

4.8. Alert Order Clearing House Desk:

- a. Alert Orders; and
- b. Pre-Lodgement Control Orders.

4.9. Production Section

- a. Daily Intelligence Brief

4.10. Port Control Office

- a. Weekly report on profiled shipments

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4.11. RMO

- a. Post-seizure analysis

4.12. ESS

4.12.1. Office of the District Commander

- a. Summary Report on Inspected Shipments;
- b. Security Survey Inspection Report
- c. Consignee/ Broker Inspection Report; and
- d. Fuel Marking reports within the area of responsibility

4.12.2. ESS Motor Vehicle Clearance Office

- a. Motor Vehicle Clearance

4.12.3. Environmental Protection and Compliance Division

- a. Summary Report on Inspected Shipments; and
- b. Summary of Investigation Report.

4.13. Legal Service

4.13.1. Prosecution and Litigation Division

- a. Cases against Importers/Exporters and Customs Brokers;
- b. Cases against BOC personnel; and
- c. Legal clearance on personnel with no pending cases

4.13.2. Appellate Division

- a. Appeal cases

4.13.3. Ruling and Research Division

- a. Lifting of suspension and accreditation of importers/ customs brokers

4.14. Internal Administration Group

4.14.1. Human Resource Management Division

- a. List of BOC employees with administrative penalties;

- b. List of BOC employees with show cause orders and stern warning; and
- c. List and Personal Data Sheet (PDS) of all BOC employees including Contract of Service for viewing of the Deputy Commissioner, IG and Director of CIIS, Chiefs of CIIS-Intelligence Division, CIIS-Investigation Division, and Internal Inquiry Division only.

4.15. IAS

4.15.1. Valuation and Classification Division:

- a. Shipments declared below Net Assessed Value; and
- b. Advance ruling in tariff classification.

4.16. Port Operations Service

- a. Port Utilization Statistics

4.17. Management Information System and Technology Group

- a. E2M lodged goods declarations in consumption, transit, informal, warehousing, and export;
- b. Abandoned and overstaying shipment;
- c. Data on transmitted certificate of payment; and
- d. Accredited, registered, suspended, and revoked Importers and Customs Brokers.

4.18. PCAG

- a. Summary of compliance issues

4.19. Customs Districts

4.19.1. Law Division or equivalent unit

- a. Warrant of Seizure and Detention issued;
- b. Forfeiture Order; and
- c. Decree of abandonment.

4.19.2. Deputy Collector for Operations

- a. Report required by the Customs Operations Center;
- b. Lifting of abandonment; and
- c. Amendment of Manifest and Bill of Lading.

4.19.3. Piers and Inspection Division

- a. Notice of Arrival of vessels;
- b. Inward Foreign Manifest;
- c. Stowage Plan;
- d. E-TRACC Report; and
- e. Conversion of vessel (foreign to domestic, vice versa).

Section 5. Administrative Provisions.

- 5.1. The NCIS shall be under the supervision of the Commissioner of Customs and shall be managed by the Intelligence Group, particularly by the Director of the CIIS, with technical support from the MISTG. The Director, CIIS may delegate the day-to-day operations of the NCIS to any office or officer under the CIIS.
- 5.2. All requests for access to the NCIS shall undergo vetting process and approval by the NCIS Committee. An office mentioned in Section 4 of this Order may be given access to the reports of other offices provided the same is necessary and in accordance with existing Customs Administrative Orders or CMOs.
- 5.3. All designated NCIS user of each office mentioned in Section 4 shall be responsible in uploading the required reports as mentioned in the same section.
- 5.4. The access of the NCIS User may be cancelled or modified on the following grounds:
 - a. Resignation, retirement, or reassignment to other office; and
 - b. Violation of any part of this Order and applicable laws, rules and regulations.

Section 6. Operational Provisions.

- 6.1. The offices mentioned in Section 4 of this Order shall be required to nominate at least two (2) personnel holding plantilla positions to be granted access in the NCIS. The request for access shall be submitted to the NCIS Committee in the format it may prescribe.
- 6.2. Upon grant of access by the NCIS Committee, the nominated users shall receive their assigned username and password in their official customs email.

- 6.3. In order to ensure the security of accounts and accountability of NCIS users, a login authentication code shall be sent to the customs email of the NCIS user. Only authorized personnel shall be allowed to access the system.
- 6.4. The approved users shall undergo training on the use of NCIS, to be conducted by the MISTG.
- 6.5. The NCIS Committee shall convene every last Friday of the month, or on such day as may be called upon by the Chairperson, to monitor compliance by concerned offices and discuss other related matters.
- 6.6. The NCIS Committee may propose amendments to this Order as necessary to further enhance the system.
- 6.7. All data/reports required in Section 4 hereof shall be uploaded immediately within the day upon approval, receipt, generation, or production thereof by the concerned office.

Section 7. Reportorial System. The NCIS shall be equipped with a mechanism to generate reports on the compliance regarding the submission by the NCIS users which shall be collated by the Secretariat, NCIS Committee. The report shall be presented by the Secretariat during the meeting as provided in Section 6.5 hereof or when deemed necessary to notify the Committee of any instances of non-compliance on the submission of reports/data.

Section 8. Administrative Liability. Any unauthorized sharing of access and information, unauthorized access, or failure to comply with the submission of reports required under this Order shall be a ground for administrative liability.

The administrative penalty arising from this Order shall be without prejudice to other criminal or civil liability that may arise pursuant to the provisions of the applicable law violated.¹

Section 9. Repealing Clause. Provisions of other CMOs, orders, and issuances in conflict with this CMO are hereby repealed or amended accordingly.

Section 10. Separability Clause. If any part or provision of this Order is later declared invalid or illegal, the remaining portion shall remain valid and enforceable.

¹ CSC Resolution No. 1800692, Amended Omnibus Rules on Appointment and other Human Resource Actions dated July 03, 2018

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Section 8. Effectivity. This Order shall take effect take effect immediately.

The Office of National Administrative Register (ONAR) of the University of the Philippines Law Center shall be provided with three (3) certified copies of this Order.

BIENVENIDO Y. RUBIO
Commissioner



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