



MASTER COPY

AOCG Memo No. 22-2024

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

MEMORANDUM



TO : ALL DISTRICT COLLECTORS
ALL SUB-PORT COLLECTORS
ALL OTHERS CONCERNED

ATTN : CHIEFS, PIER INSPECTION DIVISION/PORT OPERATIONS
DIVISION AND EQUIVALENT UNITS
CHIEFS, BAY SERVICE SECTION AND EQUIVALENT UNITS

FROM : 
ATTY. VENER S. BAQUIRAN
Deputy Commissioner
Assessment & Operations Coordinating Group

SUBJECT : REITERATION OF AOCG MEMORANDUM NO. 359-2022 RE:
"SUBMISSION OF STOWAGE PLANS/ BAY PLANS,
GENERAL STOWAGE PLANS, AND LOADING SUMMARY
SHEET IN ELECTRONIC COPY"

DATE : 22 January 2024

This refers to AOCG Memorandum No. 35-2022 – "Submission of Stowage Plans/ Bay Plans, General Stowage Plans and Loading Summary Sheet in Electronic Copy," directing all Port and Sub-ports to submit electronic copies of the Stowage Plans/Bay Plans together with General Stowage Plans and Loading Summary Sheet of all vessels discharging in each collection district within twenty-four (24) hours from availability thereof.

Relative thereto, all Ports and Sub-ports are hereby reminded to submit electronic copies of Stowage Plans/Bay Plans together with General Stowage Plans, Loading Summary Sheet and Discharging List (Excel Format) of all vessels discharging in each collection district within twenty-four (24) hours from availability thereof.

Submit the requested documents to Port Operations Service, AOCG thru pocd.stowage@customs.gov.ph

For appropriate action and strict implementation of customs laws, rules and regulations.



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | www.customs.gov.ph | boc.cares@customs.gov.ph