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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*

15 January 2024

**CUSTOMS MEMORANDUM CIRCULAR**  
NO. 14-2023

**TO :** ASSISTANT COMMISSIONER  
ALL DEPUTY COMMISSIONERS  
ALL DIRECTORS AND DIVISION CHIEFS  
ALL DISTRICT AND SUB-PORT COLLECTORS  
ALL OTHERS CONCERNED

**SUBJECT :** REQUEST FOR CIRCULARIZATION OF LOST BUREAU OF  
CUSTOMS OFFICIAL RECEIPTS (BCORs) AND BAGGAGE  
DECLARATION FORMS

The BCORs and Baggage Declaration Forms were reported lost. To that effect, an affidavit of loss executed by Ms. Joylyn M. Carupo, Acting Collecting Officer assigned at Collection Division, Port of Ninoy Aquino International Airport is herein attached.

In order to ensure that unauthorized usage thereof is avoided, it is incumbent upon the Chief of the concerned Division/Unit to keep a permanent record of all lost documents to be used as reference if secondary evidence is availed of in lieu of the lost original document, and that if recovered, the same will not be used or utilized as it is deemed cancelled.

For records purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

For your information and guidance.

**BIENVENIDO Y. RUBIO**  
Commissioner



JAN 30 2024



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REPUBLIC OF THE PHILIPPINES )  
CITY OF PASAY ) S.S.

**AFFIDAVIT OF LOSS**

I, **JOYLYN M. CARUPO**, Filipino, of legal age, single and with residence at 065 Block V, Pildera St., Pildera I, MIA Road, Pasay City, after being duly sworn to in accordance with law, hereby depose and state that:

1. I am a Collecting Officer assigned at Collection Division, Bureau of Customs, Port of NAIA, and was given a responsibility of acquiring and possessing accountable forms such as Bureau of Customs Official Receipt (BCOR);
2. On December 17, 2023, I boarded a taxi with a red Miniso handbag containing the three (3) issued duplicate copies of Bureau of Customs Official Receipts (BCORs) with attached Baggage Declaration Forms from NAIA Terminal 3 to NAIA Terminal 1 for duty. However, as I alighted from the taxi, the said red Miniso handbag was left behind and got lost;
3. Despite diligent search and efforts to locate the said three (3) issued duplicate copies of Bureau of Customs Official Receipts (BCORs) with attached Baggage Declaration Forms, all I could find is the certified true copies of the same (attached as Annex "A") and now believe that they are now lost beyond recovery;
4. As such, I am executing this Affidavit of Loss to attest to the truth of the foregoing and for what legal purposes it may serve.


**IN WITNESS WHEREOF**, I have hereunto set my hand this 19<sup>th</sup> day of December 2023 at Pasay City, Philippines.

  
**JOYLYN M. CARUPO**  
Affiant

DEC 20 2023

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of December 2023 at ~~CITY OF PASAY~~ Philippines, affiant exhibiting to me her valid proof of identification.

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BOOK NO. XVII  
SERIES OF 1023

  
**ATTY. JANUAR B. ZENARIAS**  
Notary Public ML# 2022-47, Exptl 12/31/2023  
Roll# 81379 / JRP# 255887 cy2023, Pasig  
MCLE# 6th Com 01823 / PTR# 857079 cy2023 MI  
TIN# 156 372 996 / CP# 09162730964  
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