



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

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22 APR 2024

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

**R** APR 24 2024 **D**  
**REGISTERED**  
ONAR Registration No 24-0460  
TIME: BY:

**CUSTOMS MEMORANDUM ORDER (CMO)**  
NO. 07-2024

**SUBJECT: ESTABLISHMENT OF THE TECHNICAL WORKING GROUP ON TIME RELEASE STUDY IN THE BUREAU OF CUSTOMS**

**Section 1. Scope.** Pursuant to the requirements of the World Trade Organization - Trade Facilitation Agreement (WTO-TFA) Article 7, Item 61, this Customs Memorandum Order (CMO) hereby provides the guidelines on the designation of the Bureau of Customs Technical Working Group on Time Release Study (BOC-TRS TWG).

**Section 2. Objectives.**

- 2.1. To ensure BOC's compliance with the requirements of WTO-TFA, Article 7, Item 6;
- 2.2. To establish the BOC-TRS TWG and define its composition, functions, duties, and responsibilities; and
- 2.3. To promote the use of the Time Release Study to measure the average release time of goods periodically, identify constraints or bottlenecks affecting the release of goods, and identify opportunities for trade facilitation improvements.

**Section 3. Composition.** The BOC-TRS TWG shall be established in the Central Office and all the Collection Districts.

- 3.1. The BOC-TRS TWG in the Central Office shall be composed of the following BOC officials, to wit:

**Chairperson:** Director, Port Operations Service, Assessment and Operations Coordinating Group (AOCG)

**Co-Chairperson:** Chief, Planning and Policy Research Division (PPRD), Internal Administration Group (IAG)

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**Members:**

- Chief, External Affairs Office (EAO), IAG
- Lead Auditor, Interim Internal Quality Management System Office (IIQMSO)
- Head, Customer Care Center, Port of Manila (POM)
- Head, Xray Inspection Project
- Chief, Systems Development Division, Management and Information Systems and Technology Group (MISTG)
- Head, Statistical Analysis Division, Revenue Collection and Monitoring Group (RCMG)
- Representative/s from POS, AOCG
- Deputy Collector for Operations, Ninoy Aquino International Airport (NAIA)
- Deputy Collector for Operations, POM
- Deputy Collector for Operations, Manila International Container Port (MICP)
- All other BOC personnel relevant to the conduct of the TRS

**Secretariat**

- Representative from AOCG
- Representative from PPRD
- Representative from EAO

3.2. Each Collection District shall establish its own BOC-TRS TWG, Sub-Committee, which shall be chaired by the District Collector and composed of BOC officials and personnel from the Collection District, to wit:

**Chairperson:**

District Collector

**Members:**

- Deputy Collector for Operations
- Deputy Collector for Assessment
- Chief, Assessment Division
- Chief, Export Division
- Chief, Port Operations Division/Unit
- Chief, Customs Container Control Division (for Ports covering containerized shipments)
- Site Manager, MISTG
- Field Officer, Xray Inspection Project
- Head, Customer Care Center

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**Section 4. Duties and Responsibilities.** The BOC-TRS TWG shall perform the following functions, to wit:

- 4.1. Represent and advance the interests of the BOC in the implementation of the Time Release Study in meetings and consultations with other parties;
- 4.2. Spearhead the planning and coordination necessary for the implementation of the TRS;
- 4.3. Prepare detailed guidelines for the creation, review, and validation of the TRS Workplan;
- 4.4. Conduct statistical computation of raw data submitted by the Ports;
- 4.5. Work in close collaboration with the Ports to process the results of the TRS;
- 4.6. Recommend possible corrective measures for creating a conducive environment for a seamless flow of goods, and opportunities for trade facilitation enhancements;
- 4.7. Review and evaluate the effectiveness of the improvements and innovations that have been instituted, as a result of the recommendations of the previous TRS; and
- 4.8. Perform such other functions related to the conduct of TRS as may be assigned.

**Section 5. Repealing Clause.** All other rules and regulations issued by the Bureau which are inconsistent with this Order are deemed repealed or modified accordingly.

**Section 6. Separability Clause.** If, for any reason, any provision of this CMO is held to be unconstitutional or invalid, other sections or provisions hereof which are not affected thereby shall continue to be in effect.

**Section 7. Effectivity.** This Order shall take effect immediately.

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**BIENVENIDO Y. RUBIO**  
Commissioner

APR 22 2024

