

**MEMORANDUM**

TO : ALL GROUPS
 ALL OTHERS CONCERNED

FROM : **MICHAEL C. FERMIN** 
 Acting Deputy Commissioner
 Internal Administration Group

SUBJECT : DOCUMENT CONTROL PROCEDURES FOR CUSTOMS
 ISSUANCES TRANSMITTED TO THE CENTRAL RECORDS
 MANAGEMENT DIVISION (CRMD)

DATE : 28 February 2024

The following guidelines shall be observed for all customs issuances transmitted by the Groups/Offices to the CRMD.

1. To promote consistency and uniformity in the format of communications and to ensure security of issuances which may contain classified information, all concerned offices transmitting signed/approved customs issuances to the CRMD shall:

- a) Accomplish the **RU-CRMD Form 1** (*Customs Issuances Numbering, Distribution, and Website Posting Request Form*);
- b) Release/transfer the document barcode number in the Document Tracking System (DTS) to the CRMD; and
- c) Submit the original signed copy of the customs issuance/s and attachment (if any) and the duly filled out RU-CRMD Form 1 to the CRMD Records Officer / Administrative Staff.

In case of a Customs Administrative Order (CAO) or Customs Memorandum Order (CMO), provide the CRMD with an electronic copy (in Microsoft Word file) through its official email address: **crmd@customs.gov.ph**

2. To ensure proper recording, distribution, and monitoring of receipt of customs issuance/s, the CRMD Records Officer/Administrative Staff shall undertake the following tasks:

- a) Check the completeness of the documents and attachments (if any), prior to receiving the original copy of the customs issuance/s;



2. To ensure proper recording, distribution, and monitoring of receipt of customs issuance/s, the CRMD Records Officer/Administrative Staff shall undertake the following tasks:

- a) Check the completeness of the documents and attachments (if any), prior to receiving the original copy of the customs issuance/s;
- b) Scan the corresponding document barcode number and end the transaction in the DTS;
- c) Assign the Issuance Number, record in the logbook and RU-CRMD Form 1, and encode in the Year-by-Year database;
- d) **For CAOs and CMOs:** Prepare four (4) sets of certified true copies (hard copy) and the electronic copy (MS Word file) and transmit for filing at the Office of the National Administrative Register (ONAR), UP Law Center.
- e) Generate a clear and readable "Master Copy" of the document and securely store the original copy of the customs issuance/s;
- f) Digitize/scan the "Master Copy" of the customs issuance/s;
- g) Upload the digitized issuances recommended for posting in the Bureau of Customs official website (www.customs.gov.ph);
- h) Distribute the digitized/scanned issuances through email blast and Viber group;
- i) Prepare hard copies of the issuance/s according to the number of Collection Districts and Subports and deliver to the Philippine Postal Corporation.

The receiving ports/subports/offices shall acknowledge their receipt using the Form attached herein as "Annex-A" and transmit the same to the CRMD through email at crmd@customs.gov.ph, cc: edricray.cruz@customs.gov.ph.

For information and compliance.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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RU-CRMD_Form 01
[One Issuance, use one form]

**CUSTOMS ISSUANCES NUMBERING, DISTRIBUTION, AND WEBSITE POSTING
REQUEST FORM**

ISSUANCE CODE <small>[To be filled-out by the CRMD staff]</small>	Date of the Issuance <small>[by RU, CRMD]</small>	Date Received <small>[by RU, CRMD]</small>	Subject/Summary/Title/Keywords <small>[To be filled-out by the Requesting Office]</small>

TO BE FILLED-OUT BY THE REQUESTING OFFICE

Requested by:

Signature over Printed Name of Authorized Official

(Division / Group)

For numbering and dissemination

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Recommended for uploading/posting on www.customs.gov.ph

Remarks: _____

Requesting for RETRIEVAL/REMOVAL

In Case of Retrieval of hard copy and/or Removal from www.customs.gov.ph

Requested by: _____
(Signature over Printed Name of Authorized Official)

Remarks: _____

FOR CRMD USE

Received by: _____ Date: _____ Time: _____

Approved for posting by:

GLADYS C. CABUGAWAN
Chief, CRMD

MARGARET G. MANALAYSAY
Administrative Officer V

Date submitted for Posting: _____ Time: _____

Uploading/Posting Assigned to:

EDRIC RAY A. CRUZ
Administrative Aide VI

NICA V. PLACIO
Administrative Aide VI

Posting Date: _____ Time: _____

Posting Remarks: _____





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Annex-A

**ACKNOWLEDGMENT RECEIPT AND PROOF OF DISSEMINATION OF CUSTOMS ISSUANCES & DIRECTIVES
RETRIEVED FROM THE DOCUMENT TRACKING SYSTEM (DTS)**

Collection District No.: _____ Port/Subport: _____

Dates Covered (Monday-Friday): _____

Customs Administrative Orders (CAO) =	Customs Memorandum Orders (CMO) =
Customs Memorandum Circulars (CMC) =	Joint Orders =

MEMORANDA

OCOM Memo =	I.G. Memo =
AOCG Memo =	M.I.S.T.G. Memo =
E.G. Memo =	P.C.A.G. Memo =
I.A.G. Memo =	R.C.M.G. Memo =

Hereunder are details of dissemination and receipts of the above-listed issuances/directives:

Office	Signature of Official Receiver	Date Received

Prepared by:

Noted by:

Date: _____

Date: _____

