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OCOM Memo No. 09-2025

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 SUPPORT COLLECTORS  
ALL OTHERS CONCERNED

**FROM :** BIENVENIDO Y. RUBIO  
Commissioner *[Signature]* JAN 20 2025

**SUBJECT :** DIRECTIVES FOR ENHANCED PORT SECURITY, VESSEL  
MONITORING, AND CARGO HANDLING ACCURACY

**DATE :** 08 January 2025

In line with our continuous efforts to ensure the safety and security of our ports, as well as to enhance the accuracy and integrity of cargo handling and monitoring, the following directives are hereby issued:

1. All ports must monitor vessels involved in foreign trade entering and leaving their jurisdictions, tracking both arrivals and departures. In coordination with the Port Operations Service (POS), training sessions will be conducted to familiarize relevant personnel and officers with their roles and the proper use of monitoring tools and reporting procedures.
2. Vessel movements, activities, and operations must be closely observed to ensure compliance with relevant regulations and to safeguard port security. Monitoring efforts shall directly contribute to identifying potential threats and ensuring that port operations, as well as the Bureau's revenue collections, are not compromised.
3. Ports must verify the accuracy of information transmitted by the vessel's Automatic Identification System (AIS) transponder, including Vessel Identification and Voyage Information. Open-source tracking platforms such as MarineTraffic, FleetMon, Shipxplorer, or similar tools may be utilized for this purpose. Port personnel responsible for AIS monitoring must promptly flag anomalies for immediate review and action.
4. Monitoring and enforcement shall be carried out by a composite team composed of the Bureau of Customs Enforcement and Security Service (ESS), and Customs Intelligence and Investigation Service (CIIS). The ESS shall focus on operational enforcement, including pursuit, boarding, and inspections, while the CIIS will handle intelligence validation and post-operation analysis. The POS shall oversee coordination and ensure compliance with reporting standards. When necessary, enforcement actions, such as intercepting and



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boarding vessels, may be coordinated with the Philippine Coast Guard (PCG) and the Maritime Industry Authority (MARINA).

5. If a vessel entering your jurisdiction transmits invalid AIS information, experiences signal loss, or deliberately deactivates its AIS, the Deputy Collector for Operations, through the Piers Inspection Division or equivalent unit, must promptly submit a comprehensive report to the POS within four (4) hours of detection. Similarly, if a vessel departing from your jurisdiction lingers in the jurisdiction beyond the declared departure period, the report must be submitted to the POS within twenty-four (24) hours of detection.
6. The report must include the vessel's identification, voyage information, the time and date of the AIS irregularity or overstaying incident, the actual vessel draft, details of enforcement actions taken, and any additional relevant information. Copies of the report must also be furnished to the Enforcement Group, the Intelligence Group, and, pursuant to Section 4.1.2(C) of Customs Memorandum Order No. 25-2022, the Customs Operations Center (COC). The POS shall ensure that the reports are reviewed and that appropriate follow-up actions are taken.
7. Upon a vessel's arrival and during customs clearance, any discrepancy between the cargo manifest and the vessel's actual contents must be reported to the POS within twenty-four (24) hours of clearance. The report must detail the nature and extent of the discrepancy, including specific item quantities, identified reasons for the inconsistency, and actions taken to address it.
8. A standard reporting format is attached hereto to ensure uniformity and accuracy in submissions.

Your adherence to these directives is essential in maintaining the security and efficiency of our port operations.

For strict and immediate compliance.



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**VESSEL MONITORING REPORT**

<b>Port Name:</b>	
<b>Date of Report:</b>	
<b>Reporting Officer:</b>	
<b>1. Vessel Status:</b>	Arriving <input type="checkbox"/> Departing <input type="checkbox"/>
<b>2. Incident Information:</b>	
a) Type of Incident: (e.g., AIS Irregularity, Signal Loss, Unauthorized Deactivation)	
b) Time and Date of Incident:	
c) Location of Incident:	
<b>3. Vessel Details:</b>	
a) Vessel Name:	
b) Vessel Identification Number:	
c) Flag State:	
<b>4. Vessel Voyage Information:</b>	
a) Port of Origin:	
b) Port of Destination:	
c) Estimated Time of Arrival:	
d) Actual Time of Arrival/Departure:	
<b>5. Vessel Draft Information:</b>	
a) Reported Vessel Draft:	
b) Actual Vessel Draft:	
<b>6. Additional Information:</b>	



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<b>7. Enforcement Actions Taken:</b>	
a) Date of Enforcement Action/s b) Description of Actions: b) Involved Agencies (if applicable): c) Outcome of Actions:	<i>(Use a separate page when necessary.)</i>
<b>7. Attachments:</b> <i>(e.g., photographs, additional reports)</i>	<i>(Attach in the succeeding page.)</i>
<b>8. Remarks/ Recommendations</b>	

**Prepared by:** \_\_\_\_\_  
Designation:  
Date:

**Approved by:** \_\_\_\_\_  
Designation:  
Date:





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**CARGO DISCREPANCY REPORT**

<b>Port:</b>	
<b>Date of Report:</b>	<b>Vessel Name:</b>
<b>Date of Inspection:</b>	<b>Vessel Identification Number:</b>
<b>Reporting Officer:</b>	<b>Date of Arrival:</b>
<b>Manifest Number:</b>	

**Detailed Description of Discrepancy:** *(Use separate page when necessary.)*

<b>Items Expected as per Manifest: (Quantity &amp; Description)</b>	<b>Actual Items Found: (Quantity &amp; Description)</b>	<b>Remarks/ Recommendations</b>

**Attachments:** *(e.g., photographs, additional reports)*

**Prepared by:** \_\_\_\_\_  
**Designation:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
**Designation:** \_\_\_\_\_  
**Date:** \_\_\_\_\_



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