

**[BOC CUSTOMS MEMORANDUM ORDER NO. 47-
2009, October 14, 2009]**

**ONE-STOP SHOP IN THE PROCESSING AND RELEASE OF
IMPORTATIONS OF DONATED RELIEF
GOODS/ARTICLES/EQUIPMENT FOR CALAMITY DECLARED
AREAS AND VICTIMS OF DISASTERS/CALAMITIES**

Pursuant to Section 608 of the Tariff and Customs Code of the Philippines, as amended, the following rules and regulations are hereby issued to implement Executive Order No. 831 dated October 1, 2009 creating a One-Stop Shop in the Bureau of Customs to expedite the processing and release of importations of donated relief goods/articles/ equipment intended for calamity declared areas and victims of disasters/calamities under Section 105 of the TCCP, as amended, and the prevailing provisions of the General Appropriations Act.

I. SCOPE

These guidelines shall cover all importations of donated relief goods/articles/ equipment intended for distribution to calamity-declared areas and victims of disasters/ calamities.

II. DEFINITION OF TERMS –

For purpose of this Memorandum Order, the following terms shall have the following meaning:

1. Relief - is the provision of interventions to alleviate, ease and/or mitigate a distressed and/or critical situation affecting persons, families, groups or communities.
2. Donated Goods/ Articles – shall cover food and non-food items responsive to any situation affecting disadvantaged or distressed individuals and families in order to meet their basic needs
3. Duly Registered Relief Organization – any relief organization, not operated for profit, duly registered or accredited with the DSWD.
4. "One-Stop Shop" as used in this Guidelines shall consists of authorized representatives from the BOC, DSWD,DOE,DOH,DA,DND and other government agencies concerned.

III. CREATION OF A "ONE-STOP SHOP"

1. A One –Stop Shop is hereby established in all collection districts of the Bureau of Customs to be headed by the DOF and composed of representatives from other

government agencies concerned in the processing and documentation of donated relief goods/articles/equipment to effect their immediate release from customs custody under EO 831, PMO 36 and Section 105 of the TCCP, as amended.

2. The One-Stop Shop shall be available twenty-four hours (24), seven (7) days a week for the processing and immediate release of the foreign donated articles from the BOC.

3. The Secretary of Finance shall resolve any conflict/issue arising from the implementation of Executive Order No. 831 and this CMO, which shall be final and executory.

IV. INITIAL REQUIREMENTS FOR THE CONDITIONAL RELEASE OF FOREIGN DONATIONS

The following requirements shall be submitted to the One-Stop Shop for the conditional release of donated foreign relief goods/articles/equipments falling under this Order:

- a. Letter of Intent to Donate the Goods;
- b. Bill of Lading/Airway Bill;
- c. Packing List and/or Commercial Invoice;
- d. Other documents as maybe required by the One-Stop Shop

V. OPERATIONAL PROVISIONS

1. Prior to arrival of the shipment, the donor/intended donee or its duly authorized representative shall inform the BOC of the incoming donation.

2. All importations of donated relief goods/articles/equipment for distribution to calamity declared areas and victims of calamities and/or disasters shall be for the account of the DSWD or any DSWD registered relief organization.

3. The letter of intent to donate the goods and the shipping and/or commercial documents such as bill of lading/ airwaybill,packing list and invoice shall be submitted to the OSS for evaluation.

4. In case of discrepancy in the name of the consignee appearing in the importation documents or where the intent to donate the goods to calamity-declared areas and victims of disasters/calamities is satisfactorily shown by sufficient documents, the OSS shall cause the correction upon submission by the original consignee of a notarized waiver and deed of undertaking. Amendments to the Inward Foreign Manifest covering shipments falling under this Order shall likewise be filed with the OSS. For this purpose, a representative from the Office of the Deputy Collector for Operations must also be assigned to the OSS.

5. Upon favorable endorsement of the DSWD (food and clothing); DOH, BFAD (medicines and other pharmaceutical products); DA (agricultural products in its natural state) and DND (rehabilitation equipment), the OSS shall process and issue the necessary endorsement/clearance for the conditional release of the imported donated relief articles.