

**[BOC CUSTOMS MEMORANDUM CIRCULAR NO.
328-2003, October 06, 2003]**

**DSWD CLARIFICATION ON THE MANAGEMENT AND PROCESSING
OF DONATIONS**

Attached is the letter^{*} dated September 25, 2003 of Dr. Jaime Aristotle B. Alip, Undersecretary for Operations Department of Social Welfare and Development, 3rd paragraph thereof, states:

"x x x, we wish to inform you that DSWD-National and DSWD-ARMM have no outstanding arrangement or agreement on transfer of donation from the Bureau of Customs. PMO 23 provides that donations from BoC be turned over to DSWD, and for this matter it is only the DSWD-National that is authorized to receive. However, DSWD-National through its Field Offices accommodate requests for assistance by LGUs in Autonomous Region. Per record, DSWD Field Office X allocated 25 to 60 bales used clothing to Lanao Sur c/o Governor Adiong and Basilan c/o Gov. Akbar, respectively."

Also attached herein, is a copy of DSWD Administrative Order No. 53^{*}, series of 2003 entitled: Omnibus Guidelines in the Management and Processing of Donations.

For your information and guidance.

Adopted: 6 Oct. 2003

(SGD.) EMMA M. ROSQUETA
Deputy Commissioner
Internal Administration Group

^{*} Text Available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City



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