

**[BOC MEMORANDUM ORDER NO. 20-2000,
December 13, 2000]**

**IMPLEMENTATION OF AN ELECTRONIC SUPPORT PROCEDURE IN
THE PROCESSING AND MONITORING OF ADVANCE PAYMENT
UTILIZATION**

1. OBJECTIVES

1.1. To install a preventive measure against erroneous utilization in the processing of advanced duty payments.

1.2. To provide an on-line/electronic facility in the verification and updating of advanced duty payments and balances.

2. SCOPE — This procedure shall be implemented by the Collections Divisions of the Port of Manila, Manila International Container Port and NAIA Customhouse, and Revenue Accounting Division (RAD) of the Financial Service — Office of the Commissioner in processing payments under Import Entry Declaration(IED)/Advanced Duty Payment.

3. GENERAL PROVISIONS

3.1. The Management Information System Technology Group (MISTG) shall set up a secured channel within the BOC E-Mail Exchange Facility that will enable the Collection Divisions and RAD to view, post and update advanced duty payment information electronically. This facility shall be termed "IED/Advance Payment Support System" or "I/APSS". The MISTG shall conduct training for the duly designated personnel of RAD and the Collection Divisions who shall be the operators of the I/APSS system in their respective offices.

3.2. The Revenue Accounting Division shall be responsible for the following:

3.2.1. Creation/Maintenance/Update of the Advance Duty File in the I/APSS system;

3.2.2. Up-to-date posting of utilized IED in the I/APSS;

3.2.3. Maintenance of a master file of all IEDs received from POM, MICP and NAIA;

3.2.4. Up-to-date monitoring of refunded unutilized IEDs;
and,

3.2.5. Weekly reporting of all utilized IEDs.

3.3. The concerned Collection Division shall be responsible for the following actions related to IED utilization: