

**[BOC MEMORANDUM ORDER NO. 10-2005,
February 21, 2005]**

**MANUAL PROCESSING OF SHIPMENTS IN CASE OF COMPUTER
SYSTEMS BREAKDOWN**

I. Objectives:

- 1.1 To facilitate the processing and/or clearance of shipments at the ports in case of computer system breakdown;
- 1.2 To account for all shipments manually processed, cleared and released from the port; and
- 1.3 To update the ACOS files of information on the shipments processed manually.

2. General Provisions:

- 2.1 Manual processing of import entries/transshipments shall be allowed in case of:
 - 2.1.1 computer systems breakdown and/or
 - 2.1.2 power failure, thereby rendering the computer system non-operational, and
 - 2.1.3 such others that may not be covered by 2.1.1 and 2.1.2
- 2.2 Manual processing of importations shall be authorize only by the Deputy Commissioner, MISTG, or his authorized alternate as he deems necessary, as may be recommended by the District Collector.
- 2.3 All automated systems not affected by the breakdown or power failure shall continue to be utilized.
- 2.4 Procedures which are not affected by the system breakdown or by the power failure shall, as much as practicable, continue to be observed.
- 2.5 Manual processing shall cease upon the re-activation of the computer system.
- 2.6 The computer system files shall be updated with information on the import entries/transshipments processed manually at the end of the day or as soon as the computer system is operational. The heads of the following offices shall be responsible for the updating of the information as required:

Chief, Formal Entry Division/Warehouse Assessment Division
Chief, Collection Division
Chief, Entry Processing Unit

2.7 Administrative sanctions shall be imposed on the responsible officials in para 2.6 above after investigation by the Internal Inquiry and Prosecution Division, CIIS.

3. Operational Procedures:

3.1 Manual Processing of Entry

3.1.1 The importer shall present the IEIRD to the ENTRY ENCODING CENTER (EEC) for manual encoding of information on stand alone or off-line computers (when available) or listing in the EEC logbook.

3.1.2 The importer/broker shall submit the IEIRD and supporting documents to the Entry Processing Unit (EPU), Formal Entry Division (FED) or Warehousing Assessment Division (WAD), as the case may be for documents verification:

3.1.2.1 The EPU Document Processor shall verify the bill of lading and other information against the hard copies of the manifest. In case of seaports, the hard copies shall be requested at the Piers and Inspection Division (PID) or its equivalent unit.

3.1.3 The examiner/appraiser of the FED or WAD shall conduct the examination of the shipment, the assessment of duties and taxes, and shall cause the transmittal of the IEIRD to the Collection Division (CD).

3.1.4 The Collection Division shall verify the payment made for duties and taxes and other charges with the authorized agent bank, either through the Automatic Matching of Payments and Payables (AMPP) or through transmittal by the bank messenger of the payment particulars.

3.1.4.1 The Collection Division shall furnish the Arrastre Operator of the approval for the release of the shipment with the blue copy of the entry indicating the approval for release of the shipment, copy furnished the Officer-in-Charge/Gatekeeper of the exit gate.

3.1.4.2 The Collection Division shall keep the original copies of the IEIRD and supporting documents for transmittal to FED/WAD for their electronic assessment, using ACOS when the electronic system has become available.

3.1.5 The Collection Division shall submit a report to the District Collector at the end of the day until the reactivation of the computer system and on the manually processed entries covering at least the following information:

3.1.5.1 Entry numbers

3.1.5.2 Consignee

3.1.5.3 Container number(s)