

**[ BC CUSTOMS MEMORANDUM ORDER NO. 18B-96,  
August 07, 1996 ]**

**RESPONSIBILITIES FOR THE CONDUCT OF EXAMINATION OF  
SHIPMENTS IN PORTS WITH SELECTIVITY SYSTEMS AND  
DESIGNATED EXAMINATION AREAS**

**1.0**

**Objective**

To facilitate the clearance process by delineating responsibilities in the conduct of examinations of shipments.

**2.0**

**General Description**

Considering that the Designated Examination Areas (DEA's) established for the Port of Manila and the Manila International Container Terminal can only handle containerized shipments and pending the establishment of DEAs for breakbulk cargo, only containerized shipment shall be mandatorily examined at the DEA's until further orders, breakbulk cargoes shall be examined where they are stored.

Examination of containerized shipments selected for examination under the automated Selectivity whether or not they are subject to mandatory examination under existing orders shall be the responsibility of those assigned to the DEA at that time.

Examination of breakbulk cargo shall be the responsibility of those not assigned to the DEA.

The Chief, Formal Entry Division should assign as many officers as are necessary at the DEA to insure immediate examination of shipments transferred thereat for examination.

**3.0**

**Scope**

This order shall be applicable to all ports with an ASYCUDA ++ system already operational and with Designated Examination Areas in place.

3.1 Shipments Mandatorily to be Examined at the Designated Examination Area (DEA). - All containerized shipments selected RED by the ACOS selectivity module whether or not subject to mandatory examination as provided under existing orders

shall only be examined at the DEA by those FED personnel assigned at that time at the DEA.

3.2 Break bulk shipments selected RED by the ACOS selectivity whether or not mandatorily requiring examination shall continue to be examined where they are stored until the arrastre operator can provide a DEA for such cargo. The regular examiner at the Formal Entry Division shall be responsible for the examination.

3.3 The determination of the number of containers per entry for examination at the DEA shall be on the basis of the square root rule as shown in Annex "A".

3.4 The Chief, FED shall assign as many personnel at the DEA on a rotation basis as are necessary for the efficient operation of the DEA.

## **4.0**

### **Operational Provisions**

#### **FORMAL ENTRY DIVISION**

##### *A. Containerized Shipments*

4.1 The COO V triggers selectivity after a documentary check has been made on the declaration and the necessary amendments, if any, have been made on the computer record of the entry.

4.2 The COO V processing a containerized shipment shall mark the entry "RED-DEA" at the designated space in the working copy of the entry. The COO V then reroutes, assesses, prints out a final assessment notice and forwards the working copy of the entry to the Collection Division (CD).

##### *B. Break Bulk Shipments*

4.3 The COO V triggers selectivity after a documentary check has been made on the declaration and the necessary amendments, if any, have been made on the computer record of the entry.

4.4 The COO V processing a break bulk shipment and at the same time selected RED by the ACOS shall mark the entry "RED-FED" at the designated space in the working copy of the entry. The COO V then re-routes, assesses, print out a final assessment notice and forwards the working copy of the entry to the Collection Division (CD).

#### **COLLECTION DIVISION**

4.5 At the Cash Division, the entries will be matched with payments made at the bank and additional payments made at the designated branch at the port.

4.6 The OLRs clerk then shall check the working copy for the presence of RED marks. If the copy is marked "RED-DEA" or "RED-FED", the clerk lifts the duty stop and raises the examination flag.