NATIONAL ADMINISTRATIVE REGISTER · JULY 19, 1995

AIRPORT CUSTOMS OPERATIONS MANUAL VOL. I: IN BOUND AIRCRAFT SUPERVISION, PASSENGER PROCESSING AND ACCOMPANIED BAGGAGE CLEARANCE

BOC MEMORANDUM ORDER NO. 18-95, July 19, 1995

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I.
Objectives

To provide all Customs Personnel engaged in operations subject matter of this order with a handy and undated manual containing policies, procedures and information pertinent to their functions.

II.
General Provisions

2.1 The provisions of this Customs Operations Manual shall have the legal force and effect of a Customs Memorandum Order.

2.2 Upon effectivity of this order, any existing Customs Memorandum Order, Circular or Issuance inconsistent with this order is hereby deemed amended and or modified accordingly.

2.3 Any Customs Official who knows of any provision of law, rule or regulation inconsistent with this manual must report the same to the revision committee provided for in 3.1.

2.4 A personal copy of the Customs Airport Operations Manual Vol. I and (hereafter referred to as the "Manual") will be furnished to all Customs Officers assigned to the NAIA passenger Terminal.

2.5 Section Chiefs will be responsible for ensuring that the Customs Officers in their charge maintain their Manuals in an up-to-date condition, and have them in their possession whenever they are on official duty in the arrival area.

2.6 Any violations of the provisions of the manual shall be considered as violations of specific instructions and shall subject the offender to disciplinary actions.

III.
Administrative Provisions

3.1 There is hereby created a CMO REVISION COMMITTEE the main function of which is to maintain and update the manual. The composition of the Committees are as follows:

CHAIRMAN

1 Deputy Collector for Passenger Service

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MEMBERS

1 Chief, Arrival Operation Division
1 Chief, Tourist Duty Free Shops Division
1 Chief, Departure Operation Division
1 Supervisor, CIIS
1 District Commander, ESS

3.2 The functions of the above revision committee are as follows:

3.2.1 To review all CAO's. CMO's and other lawful orders that may be issued starting from date of this order, assess their relevance and impact on the manual and recommend to the Commissioner of Customs appropriate revision orders for insertion into the manual.

3.2.2 On a quarterly basis, conduct a manual review workshop composed of representatives from all concerned offices to arrive at revision recommendations to the Commissioner towards maintaining the currentness of the manual and aligning it with international practices. The forum shall likewise be a venue for dissemination of revision.

3.2.3 Upon approval of the revisions by the Commissioner, to insure proper dissemination of the same and inclusion in all issued manuals.

3.3 The Chief Budget Division shall insure that funds from the Bureau appropriation are available for printing of revision orders and maintenance of the operations manual.

IV.
Effectivity

This Order shall take effect on July 19, 1995.

Adopted: 19 July 1995

(SGD.) GUILLERMO L. PARAYNO, JR.
Commissioner

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