



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
MANILA 1099

**CUSTOMS ADMINISTRATIVE ORDER**  
NO. 3-2011

**Subject : Dissolution of FTI-Customs Office at the FTI Complex, Taguig**

Pursuant to Section 608 of the Tariff and Customs Code of the Philippines, as amended, and in furtherance of the Bureau's objectives to streamline and re-organize the operations of Customs Bonded Warehouses and protect the interest of the government by strengthening physical inventory and audit of CBWs to curb smuggling activities and plug sources of revenue leakages and to fully implement the computerization program of the Bureau of Customs on warehousing import and export customs procedures as well as liquidation of raw materials and cancellation of warehousing bonds, Customs Administrative Order (CAO) No. 9-76 dated February 26, 2976 creating the FTI-Customs Office is hereby revoked and the FTI-Customs Office at the FTI Complex in Taguig consequently dissolved.

Procedures for the transfer of jurisdiction and supervision over the FTI-Customs Office shall be governed by the provisions of this Order.

**1. SPECIFIC PROVISIONS**

- 1.1 All Customs Bonded Warehouses operating under FTI-Customs Office are hereby administratively and operationally transferred and re-assigned to the different offices under the Port of Manila and Manila International Container Port (MICP) namely: Public/Private Bonded Warehouse, Garments and Textile Manufacturing Bonded Warehouse Division, Miscellaneous Manufacturing Bonded Warehouse Division and Common Customs Bonded Warehouse Division, where the type of CBW belongs and is classified.
- 1.2 All books of accounts, 201 files, copies of warehousing entries, export documents and other pertinent documents which are currently in the possession and custody of the FTI-Collector, Account Officers, Warehousemen and CBW Guards shall officially be transmitted and acknowledged by the transferee office/s.
- 1.3 The District Collectors of POM and MICP are enjoined to personally supervise the turn-over/receipt of the above-mentioned documents by the Division Chiefs concerned and submit a report to the Commissioner of Customs within five (5) days from the date of completion thereof.

1.4 All subsequent transactions relative to the operations of CBWs formerly under the FT-Customs Office shall be filed directly with the concerned Operating Division at POM or MICP. Said Division shall likewise act as the custodian of documents and records filed thereat and is mandated to keep and maintain a recording system of all transactions and shall be held liable for any loss or damage of such documents in connection therewith.

1.5 For purposes of smooth and continuous supervision, the Customs personnel assigned at the FTI-Customs Office shall be transferred to their respective Operating Division under POM and MICP.

## 2. PHYSICAL INVENTORY AND AUDIT OF CBWs UNDER FTI-CUSTOMS OFFICE

2.1 The Special Assistant for Warehousing and Operations, Office of the Commissioner, is directed to conduct a physical inventory and audit of all CBWs operating under FTI-Customs Office and shall submit a comprehensive audit report within fifteen (15) days from the completion thereof.

2.2 In case of adverse findings, the Audit Team headed by the Special Assistant for Warehousing and Operations shall recommend the filing of appropriate charges against erring CBW operators and concerned Customs Officials and/or employees pursuant to existing Civil Service laws, rules and regulations.

## 3. REPEALING CLAUSE

All orders, memoranda, circulars and such other issuances inconsistent herewith are hereby repealed and/or deemed modified accordingly.

## 4. EFFECTIVITY CLAUSE

This Order shall take effect fifteen (15) days after its publication in newspapers of general circulation.

*[Signature]* 1/28/11  
**ANGELITO A. ALVAREZ**  
Commissioner  
BUREAU OF CUSTOMS  
ANGELITO A. ALVAREZ  
Commissioner  
11-00433

Approved:

*[Signature]*  
**CESAR V. PURISIMA**  
Secretary of Finance  
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Date: May 24, 2011