

Endorsement of Duty-Exempt Importation of Donations to SWDAS

The process of assessing the applicant SWDA to determine whether its submitted requirements suffice their exemption from paying customs dues for the release of foreign donations consigned to them.

Office or Division:	Standards Section – DSWD Field Office	
	Standards Compliance Monitoring Division (SCMD) – Standards Bureau, DSWD Central Office	
Classification:	Highly Technical	
Type of Transaction:	Government to Client (G2C)	
Who may avail of:	Licensed and/or accredited Social Welfare and Development Agencies (SWDAs) who wish to exempt from customs dues the foreign donations consigned to them.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Application form (DSWD DFE Form 1)	STANDARDS SECTION (Room 204) DSWD- Field Office NCR 389 San Rafael cor. Legarda St. Sampaloc Manila https://www.dswd.gov.ph/downloads-forms-downloads-public-solicitation-forms/ DSWD-SB- PS-F-001: Application Form
	2. Authenticated Deed of Donation from the Philippine Consular Office of the country of origin	Philippine Consular Office (i.e. embassy or consulate) of the country of origin
	3. Notarized Deed of Acceptance	Notary public
	4. Copy of valid DSWD Registration, License and/or Accreditation Certificate	Issued by the DSWD to the licensed and/or accredited SWDA
	5. Bill of Lading or Airway Bill	Carrier (or agent) to acknowledge receipt of cargo for shipment, usually provided by the donor to the donee
	6. Packing List	Carrier (or agent) to acknowledge receipt of cargo for shipment, usually provided by the donor to the donee

7. Plan of Distribution	https://www.dswd.gov.ph/issuances/MCs/MC_2019-021.pdf – <i>DSWD DFE Form 2</i> <ul style="list-style-type: none"> To be certified and endorsed by the DSWD Field Office(s) having jurisdiction over the target area for distribution
OPTIONAL REQUIREMENTS	
1. Certification from Food and Drug Administration (FDA), in case of medicines	Food and Drug Administration – Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City 1781
2. Notarized distribution report on latest shipment, if not the first time to import foreign donations.	https://www.dswd.gov.ph/issuances/MCs/MC_2019-021.pdf – <i>DSWD DFE Form 3</i> <ul style="list-style-type: none"> To be certified correct by the concerned DSWD Field Office
3. Proof of prior agreements or approved arrangements, in case In case of relief items other than food and medicines	Appropriate government agencies

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (under normal circumstance)	PERSON RESPONSIBLE
STEP 1: The representative of the SWDA files the application form, together with the supporting documents and other requirements covering the areas within NCR where the intended distribution of goods shall take place.	Receives the application and provides technical assistance, if necessary.	None	*30 minutes	<i>Officer of the Day-</i> Standards Section

<p>STEP 2: The applicant shall pay the required processing fee at the Cash Section ; provides a copy of Official Receipt to the Standards Section</p>	<p>Issues an official receipt.</p>	<p>Php1,000.00</p>	<p>*10 minutes</p>	<p><i>Cash Section</i></p>
<p>STEP 3: Awaits results of the assessment.</p>	<p>Reviews and assesses the submitted requirements.</p> <ul style="list-style-type: none"> • If complete, to determine the necessity of conducting a validation visit. <p>If incomplete, to return all submitted documents to the applicant.</p>	<p>None</p>	<p>5 working days</p>	<p><i>Technical Staff Field Office:</i> Standards Section</p>
<p>STEP 4: Validation Visit</p>	<p>Conducts area visit, obtains in-depth information concerning administrative and operational aspects of the program. (Optional)</p>	<p>None</p>	<p>2 working days (per agreed schedule)</p>	<p><i>Technical Staff Field Office:</i> Standards Section</p>
<p>STEP 5: Awaits endorsement by DSWD Central Office.</p>	<p>Secures endorsement of the application by the DSWD Regional Director</p> <p>Endorses the application to the Standards Bureau at the Central Office</p> <p>If deficient to return the application to the applicant and provide the necessary technical assistance to comply</p>	<p>None</p>	<p>1 working day</p>	<p><i>Technical Staff Field Office:</i> Standards Section</p> <p>DSWD Regional Director</p>

	with the requirement.			
	<p>Final review and evaluation</p> <p>If approved, to forward the application to the Office of the Undersecretary heading the Standards Bureau.</p>	None	5 working days	Standards Bureau: SCMD Technical Staff/ Division Chief/ Bureau Director
	<p>Prepares the following:</p> <ul style="list-style-type: none"> • Endorsement letter to the DOF • Conform letter to applicant that it should comply with post-facilitation requirements • Letter to concerned DSWD Field Office informing them of the endorsement 			
	<p>If disapproved, to send a written communication to concerned DSWD Field Office, copy furnished the applicant, indicating reasons for disapproving the application.</p>			
	Endorsement to the Secretary	None	2 working day	<i>DSWD Undersecretary heading the Standards</i>

	Affixes initial to the endorsement letter to DOF			Bureau
	Final Approval Affixes signature to the endorsement letter to DOF	None	3 working days	<i>DSWD Secretary</i>
STEP 6: Approved applicants to pick up the Endorsement Letter	<p>Informs the applicant and Field Office of the approval of endorsement.</p> <p>Preparation of the endorsement letter for pick-up of the applicant and the conforme letter for their signature.</p>	None	*10 minutes	<i>SCMD Technical Staff</i> Standards Bureau:
TOTAL				
Complete and Compliant:	and	₱1,000.00	Fourteen (18) days	
Complete and Non-Compliant Submission:		₱1,000.00	Eight (10) days and fifty (50) minutes	
For Incomplete Submission:		None	30 minutes	

****The number of minutes shall be included on the total 20 working days.***

***** This does not include the travel time of documents from the DSWD Field Office to the Central Office, and vice versa***