

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		
Classification:	Highly Technical		
Type of Transaction:	Government to Client (G2C)		
Who may avail:	Licensed and/or accredited private Social Welfare and Development Agencies (SWDAs) in accordance to section 800(m) of the Republic Act No. 10863, otherwise known as the Customs Modernization and Tariff Act (CMTA) of 2016, who wish to exempt from customs dues the foreign donations consigned to them.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Application form (DSWD DFE Form 1)	DSWD Central Office - Standards Bureau (SB) IBP Road, Constitution Hills, Batasan, Pambansa Complex, Quezon City	Any DSWD Field Office – Standards Section (Regions I, II, III, IV-A, V, VI, VII, VIII, IX, X, XI, XII, CAR, Caraga, MIMAROPA & NCR)	https://www.dswd.gov.ph/issuances/MCs/MC_2019-021.pdf – DSWD DFE Form 1
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		
Notarized Deed of Acceptance	Notary public		
Copy of valid DSWD Registration, License and/or Accreditation Certificate	Issued by the DSWD to the licensed and/or accredited SWDA		
Bill of Lading or Airway Bill	Carrier (or agent) to acknowledge receipt of cargo for shipment, usually provided by the donor to the done.		
Packing List	Carrier (or agent) to acknowledge receipt of cargo for shipment, usually provided by the donor to the done		
Plan of Distribution	https://www.dswd.gov.ph/issuances/MCs/MC_2019-021.pdf – DSWD DFE Form 2	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		
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 – DSWD DFE Form 3	To be certified correct by the concerned DSWD Field Office	

Proof of prior agreements or approved arrangements, in case in case of relief items other than food and medicines	Appropriate government agencies			
Note to Applicant: The acceptance of application documents does not imply that the application is already approved. The applicant must satisfy the assessment indicators based on DSWD Memorandum Circular No. 21 Series of 2019.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The representative of the SWDA files the application form, together with the supporting documents/ requirements at the respective DSWD Field Office covering the region where the intended distribution of goods shall take place.	<p>1.1 Reviews the completeness and correctness of the submitted application documents based on the checklist.</p> <p><i>If complete, forward for tracking to Support Staff</i></p> <p><i>If incomplete, return to applicant, provide TA and checklist of requirements.</i></p> <p>Logs its receipt into the document tracking system</p> <p>Provides the walk-in applicant with document reference number for easy tracking.</p>	None	30 minutes	<i>Ms. Chourie Lou-An Digneneng – PDO III, Standards Section</i>
Note: Application documents received after 3:00PM shall be considered as a next working day transaction				
2. The applicant shall pay the required processing fee at the Cash Unit of the concerned DSWD-Field Office; provides a copy to the Standards Section.	<p>2.1 Accounting Section for the order of payment then pay the necessary fee to Cash Section;</p> <p>Issues an official receipt.</p>	Php 1,000.00	10 minutes	<i>Ms. Kristine F. Facullo, Accountant III, Accounting Section</i>
3. Awaits results of the assessment	2.2 Review and conduct assessment of	None	3 working days	<i>Ms. Chourie Lou-An Digneneng –</i>

	<p>the submitted application documents for eligibility and compliance to documentary requirements</p> <p><i>Step 3a – If found compliant to eligibility and documentary requirements</i></p> <p>Prepare for conduct of area visit</p> <p><i>Step 3b – If found non-compliant to eligibility and documentary requirements</i></p> <p>Return application documents to the applicant with a letter and checklist citing reasons for disapproval with technical assistance on how to rectify non-compliance and/or submit lacking requirements</p> <p>Provides the applicant the Client Satisfaction Measurement Form</p>			<p><i>PDO III, Standards Section</i></p>
<p>Note: While <i>face-to-face</i> is still prohibited during this pandemic situation, technical assistance shall be provided in written form. In the event that the return of documents cannot be facilitated due to unavailability of the service provider, acknowledgment letter shall indicate the checklist of documents for compliance to be secured or accomplished.</p>				
<p>4. Validation Visit</p>	<p>4.1 Conducts area visit, obtains in-depth</p>	<p>None</p>	<p>2 working days (per agreed schedule)</p>	<p><i>Ms. Chourie Lou-An Digneneng – PDO III, Standards Section</i></p>

	<p>information concerning administrative and operational aspects of the program. <i>(Optional)</i></p>			
5. Endorsement to the DSWD Central Office.	5.1 Endorse the draft acknowledgment letter	None	1 working	<i>Ms. Chourie Lou-An Digneneng – PDO III, Standards Section</i>
	<p>5.2 Endorse the application to the Standards Bureau at the Central Office</p> <p>If deficient return the application to the applicant and provide the necessary technical assistance to comply with the requirements</p>			
	<p>5.3 Checks the completeness of the submitted application documents.</p> <p>Logs its receipt into the into the Document Transaction Management System (DTMS)</p> <p>If incomplete, return the documents and inform the Field Office concerned that the application shall not be processed unless they have submitted the complete documents.</p> <p>If approved, forward the</p>		3 working days	<p><i>Ms. Roselle M. Rentoza Planning Officer IV – Policy and Plans Division</i></p> <p><i>Standards Bureau Director – Central Office</i></p>

	<p>application to the Office of the Undersecretary supervising the Standards Bureau.</p> <p>Prepares the following:</p> <p>Endorsement letter to the DOF, Conforme letter to applicant that it should comply with post-facilitation requirements</p> <p>Letter to concerned DSWD Field Office informing them of the endorsement</p> <p>If disapproved, return the documents and send a written communication to concerned DSWD Field Office, copy furnished the applicant, indicating reasons for disapproving the application.</p>			
	<p>5.4 Endorsement to the Secretary to affix initials on the endorsement letter to DOF</p>		<p>1 working day</p>	<p><i>Sec. Rex Gatchalian DSWD Secretary</i></p>
	<p>5.5 Sign the Endorsement letter to DOF</p>			
<p>6. Approved applicants to pick-up the endorsement letter</p>	<p>Informs the applicant and Field Office of the approval of endorsement.</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Standards Bureau – Central Office</i></p>



Department of Social Welfare and Development

Field Office - National Capital Region

	Preparation of the endorsement letter for pick-up of the applicant and the conformed letter for their signature.			
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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.

TOTAL	Complete and Compliant	P1,000	14 days
	Complete but non-compliant submission	P1,000	Eight (8) days and 50 minutes
	For incomplete Submission	None	30 minutes