



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
سفارة جمهورية الفلبين
MANAMA

INFORMATION BULLETIN NO. MPGC-014-2017

03 July 2017

To all Filipinos in Bahrain,

The Philippine Embassy wishes to provide you the attached updated advisory from the Department of Social Welfare and Development (DSWD), which contains information on procedures concerning cash or in-kind donations for internally displaced citizens in Marawi.

The Embassy underscores that the Philippine government has not made a call for international donations from foreign governments or entities for the affected citizens in Marawi.

Please be guided accordingly.

Thank you.


MARIA PAZ G. CORTES
Chargé D' Affaires, a.i.

Encl.: a/s

ACCEPTED ITEMS FOR IN-KIND DONATIONS



FOOD
(non perishable goods, canned goods, ready to eat, does not require water to cook, bottled water)



NEW CLOTHES
(fresh, comfortable, new underwear, new shoes)



MATS



NEW TOILETRIES



BLANKETS



TENTS



NEW KITCHEN AND COOKING UTENSILS



NEW TOYS

The following items can also be donated:

- Mosquito Nets
- Jerry Cans
- Solar Lamps

SURE Donation

Seamless. Upstanding. Reliable. Efficient.

PLIES

Don't
God loves us
We ♥ it

- volunteer

QUICK GUIDE ON IN-KIND FOREIGN DONATION

Accepted Items



Food (nonperishable goods, canned goods, ready-to-eat, does not require water to cook)



New Clothes (fresh, comfortable, new underwear)/new shoes



Mats



Toiletries



Blankets



Tents



Cooking and kitchen utensils



New toys



Processes for In-Kind Donation

1. Processing of Donations pursuant to Section 105 (1) of the Revised Tariff and Customs Code of the Philippines (TCCP)

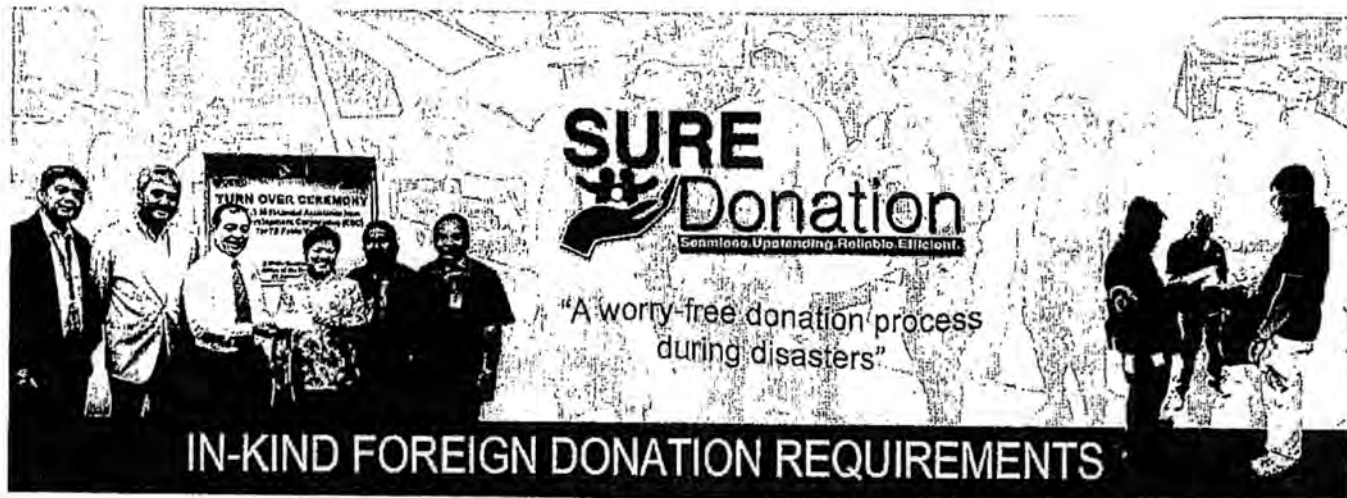
- Donations intended for regular programs
- Duty-free entry of shipments (subject to payment of VAT)
- Clearance for duty-free entry of shipments to be issued by the Department of Finance (DOF)

2. Processing of Donations pursuant to Presidential Memorandum Order No. 36

- Donations intended for calamity affected communities (area of distribution is declared under state of calamity)
- Duty and VAT-free entry of shipments
- Clearance for duty and VAT-free entry of shipments to be issued by the Office of the President - Presidential Management Staff

Note:

1. Expiration date of goods must at least be one year or more upon arrival in the country.
2. Donation of used clothing is strictly prohibited to safeguard the health of the people and maintain the dignity of the nation pursuant to Republic Act No. 4653.
3. Donated toys must be certified safe from the country of origin.
4. For donations containing medicine, please contact the Department of Health for clearance of usage/utilization.



Any DSWD registered/licensed/accredited Social Welfare and Development Agency (SWDA) can avail of duty and/or VAT-free entry of foreign donation. Below are the required documents to facilitate release of donations from the Bureau of Customs:

From the Donor

- ✓ Original and/or duly certified true copy of Bill of Lading (BL)/ Air Waybill (AWB)
- ✓ Packing List/Invoice
- ✓ Deed of Donation duly authenticated by the Philippine Consulate from country of origin

Contact Persons

Processing of Donations pursuant to Section 105 (I) of the TCCP:

- Usec. Angelita Y. Gregorio-Medel
(+632) 931-8101 local 307
idg@dswd.gov.ph/ agregoriomedel@dswd.gov.ph
- Standards Bureau
Dir. Marites M. Maristela
Tel. Nos. (+632) 931-8101 to 06 local 108 to 111/ (+632) 951-7125/ (+632) 931-3181
mmmaristela@dswd.gov.ph and srb@dswd.gov.ph
- Ms. Ma. Socorro Jocelyn Abol (msjdcabot@dswd.gov.ph)
Mr. Leopoldo Tolentino (lhtolentino@dswd.gov.ph)

Processing of Donations pursuant to PMO No. 36:

- Asec. Rodolfo M. Santos
(+632) 931-8101 local 306 and 308
rmsantos@dswd.gov.ph and oasgassg@dswd.gov.ph
- Donation Management Section
Tel. No. (+632) 355-2849
Ms. Elma C. Pille (ecpille@dswd.gov.ph)
Mr. Charles Kevin J. Ronda (ckjronda@e-dswd.net)
Mr. Patrick John G. Reyes (pjgreyes@dswd.gov.ph)

From the Consignee

- ✓ Notarized Deed of Acceptance
- ✓ Copy of valid DSWD Registration, License and/or Accreditation Certificate
- ✓ Plan of Distribution approved/certified by the concerned DSWD Field Office
- ✓ Notarized Distribution Report on the latest shipments previously received by the applicant (if any)
- ✓ Certification from the Department of Health - Food and Drug Administration that the commodities are allowed for free distribution and use by the intended beneficiaries without the need of a prior prescription and that these are safe for human consumption, if medicines.

Note:

These documents should be submitted in three copies to the concerned DSWD-Field Office Standards Unit (for processing of donations pursuant to Sec. 105 (I) of the TCCP) or to the Donation Management Section (for processing of donations pursuant to PMO 36) for assessment at least two weeks prior to the scheduled arrival of donations in the country.

The Donor must ensure that the name of the consignee/recipient is identical in both Deed of Donation and the shipping documents.

Donors may partner with our registered/licensed/accredited SWDAs for a more worry-free donation process. The full list of accredited SWDAs may be viewed in our website under the 'Downloads' tab

You may also contact Standards Bureau for the full list of registered/licensed/accredited SWDAs.

For PMO No. 36 Certification

1.



Submit the letter of application, Plan of Distribution, and all the required documents to the DSWD National Resource Operations Office - Donation Management Section (NROO - DMS). Pay the processing fee of P1000.

2.



The DMS shall review and act on the application and requirements submitted within three working days upon receipt. Otherwise, the application shall be returned to the applicant for further compliance to requirements per existing guideline.

Application shall be forwarded to the DSWD Office of the Secretary for approval.

3.



The DMS shall forward the approved application to the Office of the President - Presidential Management Staff (PMS) for clearance or issuance of certification of duty and VAT-free entry of shipments.

4.



The PMS forwards the certification for duty and VAT-free entry of shipments to BOC.

5.



The consignee shall start processing at the BOC, Philippine Ports Authority (PPA), cargo/container terminal, and shipping lines.

Note:

Advise DMS, at least two days before the release of shipments, for DSWD authorized representative to escort the shipment from BOC to consignee's warehouse.

LEGEND:

DMS - Donation Management Section

PMS - Presidential Management Staff


DOF - Department of Finance


BOC - Bureau of Customs

PPA - Philippine Ports Authority




CONSIGNEE'S GUIDE ON RELEASE OF DONATIONS FROM BOC PURSUANT TO SECTION 105 (L) OF THE TCCP, AS AMENDED

For Section 105 (l) of TCCP Certification

1.  Submit the accomplished application form together with all documentary requirements to the concerned DSWD-Field Office where the intended distribution of goods shall take place. Pay the processing fee of P1000 at the DSWD-Field Office Cash Unit.

Should the assessment be favorable, the DSWD Field Office shall immediately forward the applicant's documents to the Standards Bureau for further assessment/evaluation.
2.  The Standards Bureau shall conduct final review and evaluation within three (3) working days.

Endorsement letter addressed to Department of Finance (DOF) and the consignee/applicant's documents shall be forwarded to the Office of the Secretary for comments/signature.

The DSWD-Records Section shall forward the signed endorsement letter to the DOF for clearance or issuance of certification for duty free entry of shipment, subject for the agency's final action.
3.  The consignee makes representation to the DOF to follow-up the processing of duty-free entry clearance.
4.  The DOF forwards the certification for duty-free entry of shipment to Bureau of Customs (BOC); the consignee starts processing at the BOC, Philippine Port of Authority (PPA), cargo/terminal, and shipping lines.
5.  If goods are for release by the BOC, the consignee shall contact DSWD Standards Bureau (if Manila port) or the concerned DSWD-Field Office Standards Unit (if outer port) to request a DSWD representative who shall conduct random inspection and escorting of the goods from the BOC to the SWDA's designated warehouse.

LEGEND:

FO - Field Office
SB - Standards Bureau
DOF - Department of Finance
BOC - Bureau of Customs
PPA - Philippine Ports Authority

WORRY-FREE STEPS FOR SENDING FOREIGN IN-KIND DONATION (FOR THE DONOR)



HAVE A CONSIGNEE. Ensure that you already have a recipient for the in-kind donation. If none yet, you can visit the embassy and ask for assistance or select from our list of SWDAs available in our website.



CHECK IF THE GOODS ON YOUR LIST ARE ACCEPTABLE. The Department of Social Welfare and Development accepts certain goods only. Please refer to the information sheet included in this kit.



FULFILL REQUIREMENTS. Ensure that you have all the required documents before you go to the embassy. Please refer to the checklist.



SUBMIT FOR AUTHENTICATION. Go to the nearest embassy and submit the documents for authentication.



TRANSMIT COMPLETE DOCUMENTS TO CONSIGNEE. Ensure that the necessary documents will be transmitted to your consignee.

WORRY-FREE STEPS FOR RECEIVING FOREIGN IN-KIND DONATION (FOR THE CONSIGNEE)



RECEIVE THE REQUIREMENTS. Ensure that you have all the required documents before you go to the DSWD Office. Provide three copies of the documents to be submitted.



CONFIRM PLAN OF DISTRIBUTION. Go to the DSWD Field Office for the confirmation of the Plan of Distribution.



PAY THE FEE. Pay the processing fee of P1000.



WAIT FOR APPROVAL. DSWD will forward the certification to the Department of Finance (DOF) or Presidential Management Staff (PMS).

**Note: The number of days of processing will depend on DOF/PMS.*

NAIS MO BANG MAGBIGAY NG CASH DONATION PARA SA MGA NASALANTA NG KALAMIDAD?

DSWD DOLLAR SAVINGS ACCOUNT PARA SA FOREIGN DONATION

Account Name : DSWD FOREIGN DONATION
Account Number : 3124-0055-81
Swift Code : TLBPPHMMXXX
Bank Address : Land Bank of the Philippines
Batasan Branch, Constitution
Hills, Quezon City

PESO CURRENT ACCOUNT

Account Name : DSWD DONATION
Account Number : 3122-1011-84
Bank Address : Land Bank of the Philippines
Batasan Branch, Constitution
Hills, Quezon City

- 1 Para sa mga donor, direktang ideposit ang inyong mga donasyon sa DSWD donation account.
- 2 Agarang ipaalam sa DSWD-Finance Management Service (FMS)/ Cash Division (CD) sa pamamagitan ng pagfax o pag-email ng inyong donasyon. Ipadala ang validated deposit slip pati na ang inyong impormasyon (pangalan, nasyonalidad at address) sa finance@dswd.gov.ph at sa cash@dswd.gov.ph o ifax sa 931-8127.
- 3 Kikitalanin ng DSWD ang inyong donasyon sa pamamagitan ng pagbibigay ng opisyal na resibo na may kabuuang halaga ng inyong ipinadala. Matatangap ito sa pamamagitan ng email o fax.

Ang pagbangon ng ating mga kababayan ay magsisimula sa iyong malasakit!

