

**[BOC CUSTOMS MEMORANDUM ORDER NO. 01-
2014, January 02, 2014]**

**REVISED GUIDELINES ON THE ACCREDITATION OF MEDIA
PRACTITIONERS COVERING THE BUREAU OF CUSTOMS**

I. SCOPE

This Order, which revokes Customs Memorandum Order (CMO) No. 37- 2011, dated 08 November 2011, revises the guidelines and procedures in the **accreditation of journalist and other media practitioners** who cover the Bureau of Customs (BOC) on a regular basis to ensure that only bona fide media professionals and bona fide media organizations or entities are allowed entry to BOC premises nationwide and cover events therein.

"Accreditation" means recognition by the Bureau of Customs of the bona fide media professionals for the purpose of access to sources of information in the Bureau and also to news materials released by, or on behalf of the Public Information and Assistance Division (PIAD) of the BOC. Accreditation is valid for one (1) year and is renewable. Requests are assessed regularly on the basis of the documents submitted.

"Journalist" or "media practitioners" are defined as persons who have as their main profession the dispatch, on a regular basis, of news reports, commentaries, articles, etc, to news agencies, radio/television networks or stations, newspapers, online media entities and other specialized publications.

"Regular basis", as mentioned in the previous paragraph, is defined as a journalist or media practitioner with current, continuous and sustained journalistic work about the Bureau of Customs and related stakeholders. These may include beat reporters of nationally-circulated broadsheets, correspondents of tabloids or provincial or local publications and writers or reporters of specialized or trade publications.

II. ADMINISTRATIVE PROVISION

It is the policy of the Bureau of Customs to provide true, objective and accurate information about the agency, its policies, orders and other directives, especially as these are imbued with public interest.

Only legitimate media practitioners and legitimate media entities shall be accredited by the Bureau of Customs. The Chief of the Public Information and Assistance Division (PIAD) shall be directly responsible for the approval or revocation of the accreditation of media practitioners nationwide.

The Chief, PIAD shall submit a list of all accredited media practitioners to the Commissioner; the Deputy Commissioners of the Intelligence Group and

Enforcement Group; the Director, Enforcement and Security Service; and all District Collectors.

III. OPERATIONAL PROVISIONS

A. Procedures for accreditation – Applications for accreditation shall be filed in writing, any time from the date of effectivity of this Order with the following offices:

- 1) With the Public Information and Assistance Division (PIAD), BoC in the case of media practitioners with coverage in Metro Manila or media entities with nationwide reach or circulation.
- 2) With the office of the nearest District Collector/Port of the Bureau in the case of regional and provincial correspondents of national publication/ broadcast media entities and members of the news/editorial staff of publications/broadcast media entities with regional, provincial, city or municipality reach or circulation. The District/Port Collector will submit to PIAD the applications of accreditation received with his/her recommendation.
- 3) PIAD shall process the applications for accreditation and act upon these within five (5) days from the submission of complete requirements. Upon approval, PIAD shall prepare and issue BOC Identification Cards to the accredited media practitioners to be signed by the Commissioner within 5 days from the date of accreditation, subject to the schedule of ID cards issuances by the Internal Administration Group of the Bureau.
- 4) Only two (2) journalist/media practitioners per media organization/publication can be accredited per year, which includes photographer. In the case of re-assignment, resignation or any other circumstance that creates a vacancy in the accredited media practitioners for a particular media organization/publication within a given year, the PIAD can process accreditation for their replacements, subject to compliance with the requirements and rules stated in this order.

B. Requirement for accreditation – All journalists or media practitioners applying for accreditation should complete the Application Form and submit this together with the following documents.

1) Publication/Media Entity

- a. For partnerships/corporations – Certified True Copies of Securities & Exchange Commission (SEC) Registration, Articles of Partnership/ Incorporation, By-Laws and latest General Information Sheet (GIS)
For Sole Proprietorships – Certified True Copy of Department of Trade & Industry (DTI) Registration
- b. Certified True Copy of Mayor's Permit
- c. Certified True Copy of Bureau of Internal Revenue (BIR) Certificate of Registration
- d. Certificate of Registration or proof of membership in the Publisher's Association of the Philippine (PAPI) and/or the Philippine Press Institute (PPI)
- e. Proof that the publication has been consistently in circulation for at least six (6) months through the submission of original copies

- of all issues published from July 2013 to the most recent issue prior to the date of submission of application for accreditation
- f. Proof that the publication has a circulation of at least 1,500 copies per issue through the submission of Certified True Copies of Purchase Orders and/or Original Receipt from the printer
 - g. Online media entities (which may include news outlets and blogs), must meet the following requirements, in addition to Items a-c above:
 - i. The website must belong to a recognized media organization and have a verifiable office address, telephone number and other contact details
 - ii. The website must be updated at least twice a week
 - h. Disclosure of related parties
 - i. Business interest, affiliate or associated companies or entities that has dealings or transactions with the Bureau of Customs

2) Reporter/Writer/Correspondent

- a. A recent letter (original, not copy) from the publisher, executive editor or editor-in-chief printed on the official letterhead of the media organization stating that the applicant for accreditation is designated on assigned to cover news or reportage about the Bureau of Customs.
- b. Clear photocopies of government-issued identification (e.g. valid passport, driver's license, Unified National ID, Bureau of Internal Revenue Identification card)
- c. Two (2) pieces 2x2" ID pictures
- d. For print and online media practitioners - proof of five (5) published by-lined articles within the past three (3) months
For broadcast media practitioners - proof of four (4) broadcast reports (e.g. voice-over reports or spot/live reports) aired within the past two (2) months
- e. Disclosure of related parties
 - i. Relatives (up to the fourth degree of consanguinity or affinity) working with the Bureau of Customs or the Department of Finance
 - ii. Business interests (consultancy, investor, shareholder or partner) in any entity or venture that has dealings or transactions with the Bureau of Customs.

3) Photographer/Videographer/Multi-media producer

- a. A recent letter (original, not copy) from the publisher, executive editor or editor-in-chief printed on the official letterhead of the media organization stating that the applicant for accreditation is the assigned to cover at the Bureau of Customs
- b. Clear photocopies of government-issued identification (e.g.) valid passport, driver's license, Unified National ID, Bureau of Internal Revenue Identification card)
- c. Two (2) pieces 2x2" ID pictures
- d. Original tear sheets or photos with credits published within the past three (3) months
- e. Disclosure of related parties