

One Stop Shop - 12th OCTOBER 1009

Catastrophic flooding on September 26 caused by tropical storm Ketsana ("Ondoy") affected more than four million people in the Philippines. The situation was further complicated by Typhoon Parma ("Pepang"), which affected almost one million people in the north, and now Tarlac province has suffered unprecedented flooding from the San Roque dam. As a consequence, the Government of the Republic of the Philippines (GoRP) has declared a state of national calamity. International assistance has been mobilized under the National Disaster Coordinating Council (NDCC), the lead government agency for the coordination of the relief response.

In order to streamline the customs procedure for humanitarian organizations bringing relief goods into the country, a "One Stop Shop" has been established at the Bureau of Customs at NAIA airport.

The purpose of the One Stop Shop is to bring together staff from all the selected agencies necessary to expediting clearance of humanitarian cargo, including representatives of the Department of Social Welfare and Development (DSWD), the Department of Health, the Bureau of Food and Drugs, the Ministry of Finance (MoF) and the Department of Foreign Affairs (DFA).



(The One Stop Shop)

Organizations bringing in goods are encouraged to notify the One Stop Shop so they can begin the necessary proceedings before the cargo arrives. NGOs without accreditation can apply to secure endorsement from the central office of DSWD - Donations Unit, Batasan Complex, QC - or sign the goods over to DSWD as consignee.

DSWD must be present for the release of cargo, and NGOs will be required to sign a Certificate of Understanding before they can claim their goods, returning it within ten days or upon distribution,

whichever comes first, so that the DSWD can track the distribution of relief items. A copy of this form can be found on the Logistics Cluster website.



(The Bureau of Customs)

The documents required from the organizations are the same as for any relief operation, including certificates of guarantee, waybills, and packing lists. Gatepasses and Informal Import Declarations for incoming goods can be obtained from the Bureau of Customs on the second floor of the same building. Once the One Stop Shop has completed the endorsement of the Informal Entry and Gatepass, DHL DRT, once advised will recover the freight from the airline and hold it in storage for final inspection and release by DSWD for onward local distribution.

There is no blanket tax exemption granted, organizations can request it through their line ministry as per normal procedures.

The One Stop Shop is located at: Room 304, Law Division, Office NAIA, Bureau of Customs, which is situated near the entrance to Terminals One and Two of NAIA airport.

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For more information please see the Logistics Cluster Website: <http://www.logcluster.org/phi09a>

_____ Date _____

CERTIFICATE OF UNDERTAKING

The undersigned undertake to submit the importation documents of
the _____ following _____ donation

from _____
ten (10) days after the receipt of the goods from DSWD.

Further, the undersigned agreed to submit the utilization/distribution report and photo documentation of said donation, using the prescribed Relief Distribution form together with the above cited documents.

_____ Print Name and Signature _____

_____ Date _____

_____ Address _____

_____ Contact Number _____

Witnessed by:

_____ Name _____

_____ Position/Office _____

_____ Date _____

Republic of the Philippines
Department of Social Welfare and Development

RELIEF DISTRIBUTION SHEET (RDS)

Region: _____

Name of Evacuation Center: _____

Province: _____

Type of Disaster: _____

Municipality: _____

Date of Occurrence: _____

Barangay: _____

Date of Relief Distribution: _____

Ilo.	Name of Beneficiary	No. of Dependents	Assistance Provided		Signature/ Thumbmark
			Kind/Type	Quantity/ Unit	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
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22					
23					