

ANNEX H

Date: _____

[HEAD OF SWDA]
[POSITION]
[NAME OF SWDA]
[ADDRESS]

Dear _____:

This is to certify that we have favorably endorsed to the Department of Finance (DOF) your request for duty- exempt entry of your foreign donations except used clothing donated under Bill of Lading No. _____ based on the following Standard Operating Procedures:

1. All the standard conditions imposed by the Department of Finance are met;
2. All the necessary clearances from the appropriate government agencies be secured;
3. The goods shall be under guarded /escorted by the Customs Guard and authorized DSWD personnel to the warehouse of [Name and address of SWDA], directly from the Bureau of Customs. In this regard, the Standards Bureau shall be given a written notice by the foundation at least five days before the intended date of release from the Bureau of Customs;
4. The donation shall be stripped and opened by DSWD representative/s;
5. The [size of container van] said to contain [specifications of items] not for resale under B/L No. _____ be repacked (if necessary) and stored in agency warehouse by the importing organization/ donee's own people, at their own expense prior to distribution;
6. The distribution shall be in close coordination with the local social worker and monitored by a team composed of personnel/representatives from the DSWD Central Office and/or Regional Office;
7. The organization shall submit a certification from the Foods and Drugs Administration (FDA) that the foods are safe and fit for human consumption;
8. All the above shall be fully documented to include photo documentation.

The exclusion of used clothing is in accordance with DSWD Memorandum Circular No. 1, series of 2002. Reiterating the Policy on the Prohibition of Donation/Importation of Used Clothing per A.O. No. 19, series of 2002 which states that 'All Field Offices are advised to observe the policy of non-acceptance of used clothing from foreign donors.

Further, the guidelines and requirements for the issuance of certification for duty free release of foreign donation to duty- registered relief organizations under A.O. 19, series of 2002, shall be strictly observed.'

We look forward to your compliance with the above to maximize the use of the donations. Thank you.

Very truly yours,

Undersecretary
Standards and Capacity Building Group

Conforme:

cc: **Field Office Director**