

ANNEX I

Date: _____

TO : [FIELD OFFICE DIRECTOR]
[DSWD Field Office]
[Address]

SUBJECT :[NAME OF SWDA]

This is to inform you that the shipment consigned to [name of SWDA], consisting of [size of container van] said to contain [specification of items] under B/L No. _____, to avail of Duty-free endorsement under section 800 (m) of the Revised Tariff and Customs Code of the Philippines, was favorably endorsed to the Department of Finance.

In this connection, please ensure that the distribution of goods to beneficiaries is in accordance with the approved Plan of distribution to prevent adverse report on misuse of commodities. Any inevitable deviation should be fully justified.

We anticipate your feedback report on this within 15 days from receipt hereof, as reference for appropriate action.

Undersecretary
Standards and Capacity Building Group

Cc: [HEAD OF SWDA]

[Position]
[Name of SWDA]
[Address of SWDA]