



**MEMORANDUM**

**To :** ALL DISTRICT COLLECTORS  
ALL DEPUTY COLLECTORS FOR ASSESSMENT  
ALL DEPUTY COLLECTORS FOR OPERATIONS  
ALL CHIEFS, ASSESSMENT DIVISIONS  
ALL OTHERS CONCERNED

**From :** REY LEONARDO B. GUERRERO  
Commissioner

**Subject :** PREVENTIVE MEASURE ON E2M SLOWDOWN

**Date :** 25 September 2019

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It has been observed that the bulk of Goods Declarations/Single Administrative Documents (*GD/SAD*) are filed late in the afternoon, while very few are filed in the morning, resulting in the afternoon slowdown of the E2M system due to sheer volume.

In view of the foregoing, **beginning 01 October 2019 cut-off time for the filing of the GD/SAD on weekdays shall be at 3:00 p.m.** to avoid slowdown of the E2M system in the afternoon, thereby resulting in the faster processing of their filed GD/SAD. This will also ensure that the EPU will have time to review and scrutinize the documents submitted and that the assigned Examiner will have sufficient time to devote to each entry to maintain quality of examination and computation of duties and taxes, taking into account also sub-section 4.2 of CMO 39-2019 which mandates the completion of the assessment process within 24-hours from filing of the consumption GD/SAD.

In this regard, please inform your respective stakeholders of the 3:00 p.m. cut-off time and encourage them to avail of the morning window to file their GD/SAD.

The EPU shall immediately post a notice that beginning 01 October 2019 cut-off time for the filing of the GD/SAD on weekdays shall be 3:00 p.m.

For strict compliance.

V.3 MEMO ON AVOID E2M SLOWDOWN