NAIA Airport Cargo Process

Flight/Cargo Arrives at NAIA

NGO receives Notification of Cargo and Flight

Steps by Step Procedures in One Stop Shop:

1. Proceed to Registration Assessment
   - NDCC record in logbook
2. Secure clearances and endorsement from government agencies:
   - DSWD approves or disapprove – Contact Person: Patricia M. Boet
   - i. Certificate of undertaking (2 copies)
   - ii. Release Distribution Sheet
   - Department of Health
      - Bureau of Food and Drug – Food and Drug related donation
      - Bureau Health Devices – For health equipment
   - Department of National Defense – Rehabilitation Equipment
   - Secure clearance from Department of Finance – Contact Person: Chief, Presto Vistorio / Nelson Garino
   - Submit to Chief Legal Division for continue processing
   - Submit customs entry (customs info formal entry form and gatepass) to Bureau of Customs for processing

   Note: Non-Accredited DSWD, NGOs must secure endorsement for DSWD Central Office

NGO advises Local Airline Representatives of expected Cargo Arrival

Local Airline Representatives advise their Ground Handlers (GHA) and Cargo Warehouse

NGO/Broker/Clearance Agent advises “One Stop Shop” of forth coming Cargo to understand any additional requirements

Clearance Agent/Broker retrieves original document from Cargo Warehouse

Clearance Agent/Broker presents original documentation to “One Stop Shop” for completion of customs process for gatepass (customs might want to examine cargo before final release)

Clearance process complete Cargo ready for collection

NGO to arrange transportation and collection from Cargo Warehouse

Flight/Cargo Arrives at NAIA

Cargowarehouse at NAIA –
- PAIR CARGO
- MASCOR
- Philippine Airlines

End of Cargo Release Process