



ANNEX E. DEI Monitoring Visit Report

DEI MONITORING VISIT REPORT

**Certification from DSWD as Eligibility for
Duty-Exemption of Donated Imported Goods**
Under Section 800(m) of the Customs Modernization and Tariff Act of 2016

Certification Control No. _____ Date issued Certificate: _____
mm/dd/yyyy

Monitored by: _____ Date of Monitoring Visit: _____
mm/dd/yyyy
*Signature over printed name of DSWD
Technical Staff/ Designation*

Name of Agency: _____

Office Address: _____

Instruction: Tick the box ☐ **YES** if compliant and ☐ **NO** if noncompliant per item. Any additional information or if Not Applicable (N/A) may be stated in the "Findings/Remarks" column.

I. Checklist for Monitoring

Item			Findings/Remarks
a. The DSWD was notified by the SWA within three (3) calendar days after receipt of donated imported goods	☐ YES	☐ NO	
If NO , state the actual date/s DSWD was notified and reasons for non-compliance with the post-facilitation process			
b. The DSWD was notified by the SWA on the conditions of received donated imported goods	☐ YES	☐ NO	
If NO , state the reasons for non-compliance with the post-facilitation process			
c. The DSWD was notified by the SWA on any deviations in the Distribution Plan, <i>if any</i>	☐ YES	☐ NO	

ANNEX E. DEI Monitoring Visit Report

If NO , state the reasons for non-compliance with the post-facilitation process			
d. The date of distribution as stated in the submitted notarized Distribution Plan was followed If NO , state the actual date/s of distribution and reasons for the change of distribution schedule/s/date/s	☐ YES	☐ NO	
e. The identified sector and the donations declared in the notarized Distribution Plan are the actual recipients of the donations during the monitoring visit If NO , state the recipients' sector and donations received and reasons for the change of identified beneficiaries	☐ YES	☐ NO	
f. The donated imported goods being distributed at the time of monitoring are the actual goods declared in the distribution plan If NO , list down the actual goods being distributed and state the SWA's reason/s for it (<i>assess if those are an excess of what was stated in the distribution plan</i>)	☐ YES	☐ NO	
g. The donated imported goods from the previous importation/s are 100% distributed at the time of monitoring (<i>if applicable</i>)	☐ YES	☐ NO	
h. The private SWA was able to comply with post-facilitation requirements (i.e. notarized Final Distribution Report, Status Report from the previous importation/s at the time of monitoring (<i>if applicable</i>))	☐ YES	☐ NO	
i. The private SWA keeps records of the Distribution List/s signed by the recipients/beneficiaries	☐ YES	☐ NO	
j. Status of Distribution/Utilization of Donations (based on the goods declared in the distribution plan) ☐ 0-24% of goods distributed ☐ 50-74% of goods distributed ☐ 100% of goods distributed ☐ 25-49% of goods distributed ☐ 75-99% of goods distributed Others: _____			
II. Provide a brief narrative on how the distribution took place during the monitoring visit:			

ANNEX E. DEI Monitoring Visit Report

III. Other findings and observations:

IV. Recommendations:

Conforme:

ANNEX E. DEI Monitoring Visit Report

*Signature over Printed Name of Agency Head/
Authorized Representative*

Signature over Printed Name of DSWD Technical Staff

Date (mm/dd/yyyy): _____

Date (mm/dd/yyyy): _____

Noted by:

*Signature over Printed Name of DSWD FO - Division Chief/
Regional Director*

Date (mm/dd/yyyy): _____