



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA 1099

05 August 1998

CUSTOMS MEMORANDUM ORDER
NO. 27-98

To: The Deputy Commissioners
All Service/Division Chiefs
District/Port Collectors
And All Concerned Personnel

SUBJECT: Additional Guidelines in Promotions and Hiring

In support of the provisions of CMO 30-94, entitled "Merit Promotion Plan" and to ensure uniformity in the application of rules and regulations on various personnel actions, such as hiring and promotions, the following additional guidelines and policies are hereby adopted:

I. On Hiring

1. Processing of applications for employment shall only be done on a quarterly basis, that is, every EO March, EO June, EO September and EO December. Hence, applications submitted between these periods shall have to await these periods of processing.

2. Next-of-kin applicants shall not enjoy priority in hiring. They shall be processed just like any other applicants.

3. An applicant already considered for hiring shall undergo the following procedures:

- a. Interview by the Director, Administration Office or Chief.
HRMD
- b. Medical Examination by the Medical and Dental Division, BOC and such other special examinations required for specific positions, like Neuro-Psychiatric Examination Security Guards and Special Agent positions.
- c. Sign an agreement that he/she will assume to the position and office where he/she is appointed and shall not seek reassignment unless it is another appointment.

II. On Promotions

1. Provisions of the next-in-rank rule as provided for under CMO 30-94 and CMO 28-94 shall be strictly adhered to.

2. Appointees shall be made to sign an agreement that he/she will assume to the position and division/port where he/she is appointed and shall not seek reassignment unless it is another promotional appointment.

3. A candidate selected for promotion to such positions as Security Guard, Special Agents, etc. shall undergo the specialized medical examination.

4. An employee may be considered for promotion not earlier than one year nor later than six month before he reaches compulsory retirement age, provided he meets the following criteria:

- a. He has not been promoted for the last two years prior to his retirement.
- b. He meets the minimum qualification requirements of the proposed position.

This Order shall take effect immediately and shall last until revoked and/or otherwise superseded.


PEDRO C. MENDOZA, JR.
Commissioner