



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

03 August 1998

**CUSTOMS MEMORANDUM ORDER**

NO. 28-98

TO: All Deputy Commissioners  
Service/Division Chiefs  
District/Port Collectors  
And All Personnel

SUBJECT: System of Ranking of Positions

Pursuant to CMO 30-94, BOC Merit Promotion Plan implementing Section 32 of the Omnibus Rules Implementing Book V of Executive Order No. 292, otherwise known as the Administrative Code of 1987, the herein System of Ranking of Positions is hereby published for the information and guidance of all BOC Personnel.

As defined in CMO 30-94, a Next-in-Rank Position refers to a position which by reason of hierarchical arrangement of positions in the Bureau, is in the nearest degree of relationship to a higher position, taking into account the following:

1. Organizational structure as reflected in the approved organization chart;
2. Classification and/or functional relationship of positions;
3. Pay and/or range allocation; and
4. Geographical location.

This System of Ranking of Positions shall be used in the evaluation of candidates for promotion purposes as per CMO 29-98.

This order shall take effect immediately and shall last until revoked.

  
PEDRO C. MENDOZA, JR.  
Commissioner

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## RANKING OF POSITIONS BUREAU OF CUSTOMS

OCCUPATIONAL GROUP - Customs Administration

POSITION TITLE Old (New)	LOCATION	SG	POSITION NEXT-IN-RANK	LOCATION	SG
DIRECTOR III (Cust. Service Chief)	OCOM	27	Spl. Pol. Chief (Cust. Pol. Chief) Chief COO (Cust. Opns. Chief)	OCOM Bureau-wide	24 24
SPL. POL. CHIEF (Cust. Pol. Chief)	OCOM	24	Spl. Pol. Asst. Chief (Cust. Pol. Asst. Chief) Supvg. COO (Cust. Opns. Asst. Chief)	OCOM Bureau-wide	22 22
CHIEF CUS. I OPNS. OFF. (Cust. Opns. Chief)	Bureau-wide	24	Supvg. COO (Cust. Opns. Asst. Chief) Spl. Pol. Asst. Chief (Cust. Pol. Asst. Chief)	Bureau-wide OCOM	22 22
SPL. POL. ASST. CHIEF (Cust. Pol. Asst. Chief)	OCOM	22	Spl. Pol. Area Supvr. (Cust. Pol. Area Supvr) Intelligence Off. III (Chief Intelligence Officer) Attorney III (Sr. Legal Officer) Attorney III (Sr. Research Attorney) Cust. Sea Patrol Supervisor	OCOM OCOM Bureau-wide OCOM OCOM	19 18 21 21 17
SUPVG. COO (Cust. Opns. Asst. Chief)	Bureau-wide	22	Spl. Pol. Area Supvr. (Cust. Pol. Area Supervisor) Intelligence Off. III (Chief Intelligence Officer) Attorney III (Sr. Legal Officer) Attorney III (Sr. Research Attorney) Cust. Sea Patrol Supervisor Budget Off. III (Budget Officer IV) Accountant III (Chief Accountant III) Info. Systems Analyst III (Supvg. EDP Systems HRMO III (Personnel Officer II) Administrative Officer III	OCOM OCOM OCOM OCOM OCOM OCOM/POM OCOM OCOM OCOM/POM	17 18 21 21 17 18 18 19 18 18

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Information Off. III (Supvg. Info. Off. I) 18 OCOM  
 Med. Off. IV (Clinic Physician) 20 OCOM  
 Attorney III (Sr. Research Attorney) 21 OCOM

SUPVG. COO (COAC) Bureau-wide 22  
 COO V (Prin. VCO) Bureau-wide 20  
 COO V (Prin. Cust. Appraiser) Bureau-wide 20  
 COO V (Prin. Cust. Examiner) Bureau-wide 20  
 Tax Specialist III (Head Tax Examiner Res.) Bureau-wide 18  
 COO IV (Supvg. Assessor) Bureau-wide 18  
 Cashier III (Cashier VT) POM 18  
 COO III (Supvg. Trade Control Examiner) Bureau-wide 16  
 Engineer II (Radio Comm. Supervisor) OCOM 16  
 COO III (Supvg. Doc. Examiner) Bureau-wide 16  
 COO III (Supvg. ECO) POM, PID 16  
 Warehouseman IV (Warehouse Supvr/) Bureau-wide 13  
 COO II (Supvg. Bonds Examiner II) NALA, Bonds Div. 13  
 COO II (Supvg. Doc. Processor) Bureau-wide 13  
 Supvg. Statistician OCOM

COO V (Principal VCO) Bureau-wide 20  
 COO IV (VCO) Bureau-wide 18  
 COO IV (Supvg. Port Opns. Anal.) OCOM 18  
 Mgt. & Audit Anal. III (Supvg. Mgt. & Audit Anal) OCOM 18

COO V (PCA, PCE) Bureau-wide 20  
 COO IV (Supvg. Cust. Appraiser) Cust. District 18  
 COO IV (VCO) Bureau-wide 18  
 COO IV (Supvg. Assessor) Cust. District 18  
 COO III (Appraiser) Bureau-wide 16  
 COO III (Examiner) Bureau-wide 16  
 COO II (Supvg. TCE) Bureau-wide 13

COO IV (Supvg. Cust. Appraiser) Cust. District 18  
 COO III (Cust. Appraiser) Bureau-wide 16

COO IV (VCO) Bureau-wide 18  
 'OPEN'

COO IV (Supvg. Cust. Assesor)	Cust. District	18	COO III (Cust. Assesor)	16	Bureau-wide
			COO III (Supvg. Doc. Examiner)	16	Bureau-wide
			COO III (Cust. Examiner)	16	Cust. District
COO III ( Customs Appraiser )	Cust. District	16	'OPEN'	-	-
COO III (Cust. Examiner)	Cust. District	16	'OPEN'	-	-
COO III (Cust. Assesor)	Cust. District	16	'OPEN'	-	-
COO III (Supvg. Doc. Examiner)	Bureau-wide	16	COO II (Sr. Doc. Examiner)	13	NALA/CEBU
			COO II (Supvg. Bonds Examiner II)	13	NALA
			COO II (Supvg. Doc. Processor)	13	Bureau-wide
COO II . II (Supvg. Bonds Examiner II)	Bureau-wide	13	COO I (Supvg. Bonds Examiner I)	11	POM/MICP
			COO I (Sr. Bonds Custodian)	11	-
COO II (Supvg. Doc. Processor)	Bureau-wide	13	COO I (Supvg. Bonds Examiner I)	11	POM/MICP
			COO I (Sr. Bonds Custodian)	11	NALA
			COO I (Doc. Examiner)	11	Bureau-wide
COO II (Sr. Doc. Examiner)	NALA/CEBU	13	COO I (Doc. Examiner)	11	Bureau-wide
			COO I (Sr. Bonds Custodian)	11	NALA
			COO I (Supvg. Bonds Examiner)	11	POM/MICP
COO I (Supvg. Bonds Exam)	POM/MICP	11	ACOO (Cust. Bonds Custodian)	9	POM/NALA
COO I (Sr. Bond Custodian)	NALA-Bonds Div.	11	ACOO (Cust. Bonds Custodian)	9	POM/NALA
			Records Officer I (Records Off. II)	10	Bureau-wide

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COO I (Document Examiner)	Bureau-wide	11	'OPEN'		
ACOO (Cust. Bonds Custodian)	Cust. District	9	ACOO (Bonds Examiner)		Cust. District
ACOO (Document Processor)	Bureau-wide	9	'OPEN'		
ACOO (Bonds Examiner)	Cust. District	9	'OPEN'		

OCCUPATIONAL GROUP - Automotive Equipment Operations

Driver I	Bureau-wide	3	'OPEN'		
EXECUTIVE ASST. II (Sr. Executive Asst. I)	Bureau-wide	17			
Adm. Off. III	OCOM, POM	18			
HRMO III (Personnel Officer III)	OCOM	18			
Mgt. & Audit Anal. III (Supvg. Mgt. & Anal.)	OCOM	18			

EXECUTIVE ASST. II (Sr. Executive Asst. I)	OCOM	17	Executive Asst. I (Executive Asst.)		Bureau-wide
			Adm. Officer I (Adm. Officer)		Bureau-wide
			HRMO I (Personnel Officer I)		Bureau-wide
			Mgt. & Audit Analyst I (Mgt. & Audit Analyst II)		OCOM

EXECUTIVE ASST. (Executive Assistant)	Bureau-wide		'OPEN'		
STAFF ASST. (.Adm. Asst.)	OCOM		'OPEN'		

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*OCCUPATIONAL GROUP - Foreign Trade & Exchange Control*

COO II (Sr. TCE)	Bureau-wide	13	'OPEN		
COO I (TCE II)	Bureau-wide	11	Asst. COO (TCE I)		Bureau-wide
ASST. COO (Trade Control Examiner I)	Bureau-wide	9	'OPEN'		

*OCCUPATIONAL GROUP -General Clerical*

CLERK IV (Supervising Clerk II)	OCOM	8	Adm. Asst. (Supervising Clerk I)	OCOM	8
ADM. ASST. (Supervising Clerk I)	Bureau-wide	8	Steno. Reporter II (Steno Reporter)	Bureau-wide	8
SR. CLERK (Clerk III)	Bureau-wide	6	Secretary II (Secretary)	OCOM	9
CLERK II	Bureau-wide	4	Clerk III (Sr. Clerk)	Bureau-wide	6
MESSENGER	Bureau-wide	2			

*OCCUPATIONAL GROUP - Accounting*

ACCOUNTANT V (COC)	OCOM	24	Accountant IV (COAC)	OCOM	22
ACCOUNTANT IV (COAC)	OCOM	22	Accountant III (Chief Acct't.)	OCOM	18

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ACCOUNTANT III (Chief Accountant III)	OCOM	18	Accountant II (Chief Accountant II) Accountant II (Supvg. Acct't.) Statistician II (Sr. Statistician) Mgt. & Audit Anal. II (Sr. Mgt. & Audit Anal.) Budget Off. I (Budget Off. II)	MICP/NALA/OCOM OCO OCO OCOM Bureau-wide	15 15 15 15 15
ACCOUNTANT II (Chief Accountant II) (Supvg. Accountant)	OCOM/POM MICP/NALA	15 15	Accountant I (Accountant II) Mgt. & Audit Analyst I (Mgt. & Anal. II) Cashier II (Cashier III) Budget Examiner I (Budget Examiner II)	Bureau-wide Bureau-wide OCOM Bureau-wide OCOM	11 11 14 11
ACCOUNTANT I (Accountant II)	Bureau-wide	11	'OPEN'		
BOOKKEEPER (Accounting Clerk III)	OCOM	8	Accounting Clerk I (Accounting Clerk II)	NALA	4
ACCOUNTING CLERK I (Accounting Clerk II)	NALA	4	'OPEN'		

OCCUPATIONAL GROUP - Administrative Service

ADM. OFF. III	OCOM/POM	18	Administrative Off. II HRMO II (Personnel Officer II) Mgt. & Audit Anal. II (Sr. Mgt. & Audit)	Bureau-wide OCOM OCOM	15 15 15
ADMINISTRATIVE OFFICER II	Bureau-wide	15	Administrative Officer I Executive Asst. I (Executive Asst.) HRMO I (Personnel Officer I)	Bureau-wide OCOM Bureau-wide	11 14 11
ADMINISTRATIVE OFFICER I	Bureau-wide	11	Administrative Asst. I	Bureau-wide	8
ADMINISTRATIVE ASSISTANT	'OPEN'	8	'OPEN'		

OCCUPATIONAL GROUP - Automotive Engineering & Repair

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MECH. SHOP GEN. FOREMAN (Automotive Shop Superintendent II)	OCOM	13	Mech. Shop Foreman (Automotive Shop Foreman II)	OCOM	11
MECHANICAL SHOP FOREMAN (Automotive Shop Foreman II)	OCOM	11	Mechanic II (Sr. Automotive Mech.)	OCOM	6
MECHANIC II (Sr. Automotive Mech.)	OCOM	6	Mechanic I (Automotive Mechanic II)	OCOM	4
MECHANIC I (Automotive Mechanic)	OCOM	4	OPEN*		

OCCUPATIONAL GROUP - Budgeting

BUDGET OFFICER V (Cust Opns. Off.)	OCOM	24	Budget Officer IV (COAC)	OCOM	22
BUDGET OFFICER IV (COAC)	OCOM	22	Budget Officer III Cashier III (Cashier VI) Accountant III (Chief Accountant III) Mgt. & Audit Anal. III (Supvg. Mgt. & Auditl.)	Bureau-wide POM OCOM OCOM	18 18 18
BUDGET OFFICER III (Budget Officer IV)	OCOM	18	Budget Officer II Cashier II Accountant II Statistician II (Sr. Statistician) Mgt. & Audit Analyst II	Bureau-wide Bureau-wide OCOM OCOM OCOM	15 14 15 15 15
BUDGET OFFICER II	OCOM	15	Budget Officer I (Budget Examiner) Accountant I (Accountant II) Cashier I (Cashier II) Mgt. & Audit Analyst I (Mgt. & Audit Anal. II) Statistician I (Statistician II)	Bureau-wide Bureau-wide Customs District OCOM OCOM	11 11 10 11 11



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BUDGET OFFICER I (Budget Examiner) OCOM 11 'OPEN'

**OCCUPATIONAL GROUP - Carpentry Boat Building**

CARPENTER I (Carpenter) OCOM 3 'OPEN'

BOATBUILDER I (Boatbuilder) OCOM 3 'OPEN'

**OCCUPATIONAL GROUP -Cashiering**

CASHIER III (Cashier VI) POM 18 Cashier II  
MICP/NALA 15  
Accountant II (Supvg. Accountant) MICP/NALA 15  
Budget Officer II Bureau-wide 15

CASHIER II (Cashier II) MICP/NALA 15 Cashier I (Cashier II) Bureau-wide 10  
Accountant I (Accountant II) Bureau-wide 11  
Budget Officer I (Budget Examiner II) Bureau-wide 11

CASHIER I (Cashier I) Customs District 10 'OPEN'

DISBURSING OFFICER II Bureau-wide 8 'OPEN'

**OCCUPATIONAL GROUP - Chemistry**

CHEMIST III (Supervising Chemist) OCOM 18 Chemist II (Sr. Chemist) OCOM 15

CHEMIST II (Sr. Chemist) OCOM 15 Chemist I OCOM 11

CHEMIST I OCOM 11 'OPEN'

OCCUPATIONAL GROUP - Customs Administration

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COLLECTOR OF CUSTOMS VI	Prin. Port	26	Collector of Cust. V Chief Cust. Opns. Off. (COC)	Prin. Port Bureau-wide	25 24
COLLECTOR OF CUSTOMS V	Prin. Port	25	Collector of Cust. IV	Prin. Port	24
COLLECTOR OF CUSTOMS IV	Prin. Port	24	Collector of Cust. III	Subport	23
COLLECTOR OF CUSTOMS III	Subport	23	Collector of Cust. II Supvg. Cust. Opns. Off. (COAC) COO V (Prin. VCO) COO V (PCA/PCE)	Subport Bureau-wide Bureau-wide Bureau-wide	22 22 20 20
COLLECTOR OF CUSTOMS II	Subport	22	Collector I Cust. Opns. Off. V (PCA, PCE, Prin. VCO)	Subport Bureau-wide	21 20
COLLECTOR OF CUSTOMS I	Subport	21	'OPEN'		

OCCUPATIONAL GROUP - General Personnel

HRMO III (Personnel Officer III)	OCOM	18	HRMO II (Personnel Off. II) Adm. Off. II Executive Asst. II (Sr. Executive Asst.)	OCOM Bureau-wide OCOM	15 15 17
HRMO II (Personnel Officer II)	OCOM	15	HRMO I (Personnel Officer I) Adm. Officer I Executive Asst. I Mgt. & Audit Analyst II (Sr. Mgt. & Audit Anal.)	Bureau-wide Bureau-wide Bureau-wide OCOM	11 11 14 11

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HRMO I (Personnel Officer I)	Bureau-wide	11	'OPEN'		OCOM
<i>OCCUPATIONAL GROUP - Port Operations</i>					
CUST. OPNS. OFF. III (Supvg. Cust. Inspector)	Cust. District	16	Cust. Opns. Off. OO (Sr. Inspector) Cust. Opns. Off. II (Supvg. Wharfinger) Cust. Opns. Off. I (Ent. & Clearance Off. II)		Cust. District Cust. District Cust. District
CUST. OPNS. OFF. II (Sr. Inspector (COO II))	Cust. District	13	Cust. Opns. Off. I (Inspector) Cust. Opns. Off. I (Wharfinger II)		Cust. District Cust. District
CUST. OPNS. OFF. I (Entrance & Clearance Off. II)	Cust. District	11	Cust. Opns. Off. I (Customs Inspector)		Cust. District
ASST. CUST. OPNS. OFF. (Entrance & Clear. Off. I) GATEKEEPER (Cust. Gatekeeper)	Cust. District Cust. District	9 3	'OPEN' 'OPEN'		- -
<i>OCCUPATIONAL GROUP - Records Management</i>					
RECORDS OFFICER V (COC)	OCOM	24	Records Officer IV		OCOM
RECORDS OFFICER IV (COAC)	OCOM	22	Records Officer III		OCOM
RECORDS OFFICER III	OCOM	18	Records Officer II Cust. Bonds Custodian Records Officer I		Bureau-wide OCOM Bureau-wide
RECORDS OFFICER II (Records Officer I)	Bureau-wide	10	'OPEN'		-
RECORDS OFFICER I (Records Officer I)	Bureau-wide	10	'OPEN'		-

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*OCCUPATIONAL GROUP - Secretarial/Stenographic*

STENOGRAPHIC REPORTER II (Steno. Reporter)	OCCM	8	Stenographer II (Sr. Stenographer) Clerk III (Sr. Clerk)	Bureau-wide Bureau-wide	6 6
SECRETARY II (Secretary)	OCCM	9	'OPEN'		
STENOGRAPHER II (Sr. Stenographer)	OCCM	6	Stenographer I Clerk II	Bureau-wide Bureau-wide	4 4
STENOGRAPHER I (Stenographer)	OCCM	4	'OPEN'	'OPEN'	

*OCCUPATIONAL GROUP - Storekeeping*

WAREHOUSEMAN IV (Bonded Warehouse Supvt)	Cust. District	13	'OPEN'		
WAREHOUSEMAN III (Bonded Warehouseman))	Cust. District	11	Storekeeper III (Sr. Storekeeper) Asst. Cust. Opns. Off. (Wharfinger)	Cust. District Cust. District	9
STOREKEEPER III (Sr. Storekeeper)	Cust. District	9	Security Guard II (Cust. Guard)	Cust. District	5
SECURITY GUARD II (Cust. Guard)	Cust. District	5	'OPEN'		