



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
MANILA

31 May 1991

CUSTOMS MEMORANDUM ORDER  
NO. 48-91

To : All District/Port Collectors  
Service/Division Chiefs  
And all Personnel Concerned

Subject : Qualifying Examinations for Promotions

I. OBJECTIVES:

Pursuant to CMO Nos. 120-88 and 14-91, the Bureau of Customs through its Promotions Board will be conducting a Qualifying Examination for the purpose of ranking personnel applying for promotions to selected positions.

II. AREAS OF EXAMINATION:

A written examination will be given to all interested personnel who would wish to be considered for promotions to the following positions:

1. Customs Appraiser
2. Customs Examiner/Assessor
3. Customs Inspector/Wharfinger I & II  
Entrance & Clearance Officer 1 & II

III. QUALIFICATIONS of EXAMINEES:

All personnel who meet the qualifications as stated for each position below may take the respective examinations:

*Jawada M. Kison*

CMO-48-91

1. Examination for Customs Appraiser

This is open to all personnel holding the positions of Customs Examiner, Customs Assessor, Sr. Trade Control Examiner and such other positions within the salary grade from 12-15 and who meets the following required qualifications:

- a. Bachelor's degree in Customs Administration or Bachelor's degree relevant to the job;
- b. 2 years experience in Customs Assessment work, 1 year for graduates of BSCA;
- c. Career Service (Professional) or other relevant eligibility for second level position.

2. Examination for Customs Examiner/Customs Assessor

This is open for all personnel holding a position with equivalent SG-15 or below and who meet the following required qualifications:

- a. Bachelor's degree in Customs Administration or Bachelor's degree relevant to the job;
- b. 2 years experience in Customs Assessment work, 1 year for graduates of BSCA;
- c. Career Service (Professional) or other relevant eligibility for second level position.

3. Examination for Customs Inspector/Wharfinger 1

This is open for all personnel holding a position with equivalent SG-11 or below and who meet the following qualifications:

*Jawad M. Nima*

emo-48-91

- a. Completion of 2 years college work;
  - b. 1 year experience in customs inspection or other related work;
  - c. Career Service (Sub-Professional) or other relevant eligibility for first level position.
3. Examination for Wharfinger II & Entrance & Clearance Officer I & II

This is open for all personnel holding a position with equivalent SG-9 or below and who meet the following qualifications:

- a. Bachelor's degree relevant to the job;
- b. 1 year experience in port operations and other related work;
- c. Career Service (Professional) or other relevant eligibility for second level position.

#### IV. SCHEDULE of EXAMINATIONS:

Examinations will be given simultaneously in three places on the following scheduled dates as indicated:

<u>Title of Examination</u>	<u>Place</u>	<u>Date</u>
1. For Customs Appraiser	BOC Social Hall Port of Cebu Port of Davao	Aug. 24, 1991
2. For Customs Examiner	- do -	Aug. 24, 1991
3. For Customs Inspector/ Wharfinger I & II/ Entrance & Clearance Officer I & II	- do -	Aug. 25, 1991

*of approval M. M. M. M.*

*cmo-48-91*

All personnel interested to take these examinations will have to go to the port of their choice at their own expense.

V. INSTRUCTIONS:

1. The results of these examinations will be used not only for promotions purposes but also for designations to said positions.
2. Each personnel can apply to take as many of the examinations as long as they meet the required qualifications stated.
3. HRMD will send Application Forms, through your respective Service Chiefs/District Collectors. The same will have to be properly accomplished and returned to HRMD not later than 30 July 1991. HRMD will then return the Acceptance Slip properly accomplished.
4. No examinee will be accepted at the Examination Room without the Acceptance Slip.

*Salvador M. Mison*  
SALVADOR M. MISON  
Commissioner

CMO-48-91

Department of Finance  
BUREAU OF CUSTOMS

ID  
Picture

APPLICATION FORM FOR EXAMINATION

\_\_\_\_\_ Date

Hon. Salvador M. Mison  
Commissioner of Customs

Attention: The Chief, HRMD

S i r :

I have the honor to apply for examination intended for \_\_\_\_\_ for promotions or designation purposes.

Hereunder are my qualifications:

Educational Attainment: \_\_\_\_\_  
No. of years in the Bureau: \_\_\_\_\_  
CS Eligibility: \_\_\_\_\_  
Present Position: \_\_\_\_\_

Very truly yours,

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Service/Port/Division

Noted:

\_\_\_\_\_ District Collector/Service Chief

-----  
ACCEPTANCE SLIP

\_\_\_\_\_ Date \_\_\_\_\_

Sir/Madam: ~~inform you that your application for examination intended for \_\_\_\_\_ has been/has not been accepted.~~

Date: \_\_\_\_\_ Reason/s for non acceptance \_\_\_\_\_  
Time: \_\_\_\_\_  
Place: \_\_\_\_\_  
Please read further instructions at the back.

Very truly yours,  
For the Commissioner:

MA. COZON C. AZANA  
Chief, HRMD

5