



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

19 October 1992

CUSTOMS MEMORANDUM ORDER
NO. 111 - 92

All Deputy Commissioners
District Collectors
Service/Division Chiefs
All Others Concerned

Pursuant to Executive Order No. 39, granting full autonomy to the Commissioner of Customs in matters of Appointments, Discipline of Customs Personnel and other Related Matters, the following authorities/responsibilities for the designation, reassignment or relief order are hereby prescribed:

A. FOR THE APPROVAL OF THE COMMISSIONER:

1. Designation, reassignment or relief orders concerning personnel from the level of, and higher than Assistant Division Chief, Collector of Customs I, Principal Customs Appraiser and Principal Customs Examiner.

Recommendation to the Commissioner for designation, reassignment or relief orders for the above-mentioned Customs personnel shall originate from the Service/Collection District requiring the employee's services. The communication must be coursed through the chain of command. However, when the interest or exigency of the service so requires, the Commissioner even without the recommendation from the Service Chief/District Collector concerned and by the respective Deputy Commissioners may issue designation, reassignment or relief orders.

B. DELEGATED TO THE DEPUTY COMMISSIONER FOR INTERNAL ADMINISTRATION:

1. To sign for the Commissioner of Customs designation, reassignment or relief orders of all personnel in the Administration Office, and Financial and Management Office below the level of Assistant Division Chief, upon the recommendation of the Division Chief and concurred in by the Service Chief concerned.
2. To sign for the Commissioner of Customs designation, reassignment or relief orders involving personnel below the level of Assistant Division Chief, Collector of Customs I, Principal Customs Appraiser and Principal Customs Examiner, concerning movement from one Collection District to another; or from one Service or Division to another, outside of the organizational group of the respective Deputy Commissioners, upon recommendation of the Collectors, Service or Division Chief

concerned, EXCEPT Personnel of the Enforcement and Security Service (ESS) and Customs Intelligence and Investigation Service (CIIS).

C. DELEGATED TO THE DEPUTY COMMISSIONER FOR INTELLIGENCE AND ENFORCEMENT GROUP:

1. To sign for the Commissioner of Customs designation, re-assignment or relief orders of all personnel in the Enforcement and Security Service (ESS), and Customs Intelligence and Investigation Service (CIIS) below the level of Assistant Division Chief, upon the recommendation of the Division Chief and concurred in by the Service Chief concerned.

D. DELEGATED TO THE DEPUTY COMMISSIONER FOR ASSESSMENT COORDINATION AND MONITORING GROUP:

1. To sign for the Commissioner of Customs designation, re-assignment or relief orders of all personnel in the Import and Assessment Service, Port Operations Service and Warehousing Service below the level of Assistant Division Chief, upon recommendation of the Division Chief and concurred in by the Service Chief concerned.

E. DELEGATED TO THE DEPUTY COMMISSIONER FOR REVENUE COLLECTION AND MONITORING GROUP:

1. To sign for the Commissioner of Customs designation, re-assignment or relief orders of all personnel in the Legal Service, Financial Service, Collection Service, and Drawback Unit below the level of Assistant Division Chief upon recommendation of the Division Chief and concurred in by the Service Chief concerned.

F. DELEGATED TO THE DISTRICT COLLECTOR:

1. To issue designations of personnel below the level of Assistant Division Chief, Collector of Customs I, Principal Customs Appraiser, and Principal Customs Examiner;
2. To issue reassignment or relief order involving movement from one Division/Subport/Unit/Office to another within the Collection District.

G. DELEGATED AUTHORITY TO THE SUB-PORT COLLECTOR BUT WITH THE APPROVAL OF THE DISTRICT COLLECTOR:

1. To issue designation, reassignment or relief orders involving movement within the Subport.

In all cases of designations or reassignments, whether it be from one Collection District to another or from one Service/Division to another, the consent of the Chiefs of the Collection District or Division concerned from where the employee is transferring and of the unit where he is to be assigned, shall invariably be secured before any such order is issued.

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To ensure that there will be no overstaffing in the different collection districts, services, and ports, the following guidelines are further prescribed to be complied with by the District Collectors, Service Chiefs, and Port Collectors in recommending and/or accepting any employee for reassignment:

1. The actual strength of the receiving unit shall not go beyond 10% of the authorized plantilla positions of the district, service or port;
2. The actual strength of the releasing unit shall not be lower than 10% of the authorized plantilla positions of the district, service or port;
3. The job to be vacated can be assumed by somebody else;
4. The transferee has a definite job/task waiting in the new unit;
5. No designation in Acting Capacity shall be issued to any employee if there are regularly appointed Customs employees available for assignment within a particular District, or Service or Port, and unless the demands of the service so require, in which case such designation shall not exceed ninety (90) days, unless sooner terminated; and
6. Before any designation in Acting Capacity shall be issued to any employee, the same shall be coursed to the Human Resources Management Division (HRMD) which shall certify that the personnel concerned meets the minimum requirements of the position to which he/she is to be designated. Any designation issued prior to the effectivity of this CMO, shall be furnished the (HRMD) which shall review the same and submit recommendation to the proper offices concerned for appropriate action, if it contravenes any of the provisions hereof.

No transferee shall be allowed to report to his/her new assignment unless and after he/she shall have secured a clearance, as to money and property accountability, from his/her releasing unit.

Any violation of the provisions of this order shall be dealt with in accordance with civil service regulations, as follows:

- 1st offense - Reprimand
- 2nd offense - Suspension for one (1) day to thirty (30) days
- 3rd offense - Dismissal

Copy of any designation, reassignment or relief orders issued pursuant to this CMO shall be furnished the Office of Human Resources Management Division to form part of the 201 file of the personnel concerned.

CMB-111-92

-4-

CMB-111-92

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

All other Orders, rules and regulations inconsistent with the guidelines herein prescribed are deemed revoked or modified accordingly.


GUILLERMO L. HARAYO, JR.
Commissioner