



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
MANILA 1099

CUSTOMS ADMINISTRATIVE ORDER

NO. 03-2014

**SUBJECT : ANTI-NEPOTISM RULES ON APPOINTMENTS
AND DESIGNATIONS IN THE BUREAU OF CUSTOMS**

Pursuant to Section 608 in relation to Section 602 of the Tariff and Customs Code of the Philippines (TCCP), the following rules are hereby promulgated:

I. OBJECTIVES

1. To promote equal opportunities, meritocracy and impartiality in job hiring, promotion and grant of workplace benefits in the Bureau;
2. To promote integrity, professionalism, and work excellence among Bureau officers and employees;
3. To prevent conflict of interest or the appearance thereof among Bureau officers and employees in the performance of public functions in general, and the enforcement of customs laws and regulations in particular;
4. To impose safeguards against nepotism in addition to the rules laid down under Section 59, Book V of the Revised Administrative Code of 1987 (also known as E.O. No. 292), and other special laws and Civil Service regulations; and
5. To clarify the policies of the Commissioner of Customs in the exercise of his discretion as appointing authority under existing laws.

II. OPERATIONAL PROVISIONS

1. No person who is a relative of a current officer or employee of the Bureau shall be appointed or designated to any position in the Bureau.

1.1. As used in this Order, the term "relative" refers to a relative or family relation within the fourth civil degree of consanguinity or affinity.

1.2. As used in this Order, the term "current" refers to an officer or employee of the Bureau who holds office therein at the time of the filing of the application for employment or designation with the Bureau.

1.3. As used in this Order, the term "officer or employee of the Bureau" refers to those who holds office in the Bureau, whether by appointment or designation, and whether regular, temporary or casual.

1.4. As used in this Order, the term "position in the Bureau" refers to any public office, whether created by law or regulation, charged with the

performance of public functions under any office, group, service, division, section, or position in the Bureau.

2. The restriction under the preceding section shall not apply to officers and employees of the Bureau already holding positions in the Bureau at the time of the effectivity of this Order; PROVIDED HOWEVER that no officer or employee already holding a position in the Bureau shall be promoted, transferred, designated, assigned or detailed to a Bureau office, service or section in which a relative is also holding office, whether by appointment, designation, assignment or detail; PROVIDED FURTHER that subject to applicable civil service law and Rules, and specific guidelines to be promulgated by the Commissioner, all existing employees in the same office, service, or section in the Bureau who are related to each other within the fourth civil degree of consanguinity or affinity, shall be re-assigned or transferred to a separate office, service or section.

3. All persons seeking or applying for an appointment or designation in the Bureau shall disclose, under oath, in his or her application, the identities of relatives who are currently holding positions in the Bureau.

4. Any violation of this Order shall render the appointment or designation null and void, and be a ground for dismissal, and the imposition of other appropriate penalties under existing laws.

III. REPEALING CLAUSE

All orders, memoranda, circulars and such other issuances inconsistent herewith are hereby repealed and/or deemed amended or modified accordingly.

IV. EFFECTIVITY

This Order shall take effect fifteen (15) days after its publication in two (2) newspapers of general circulation and after filing three (3) copies thereof with the University of the Philippines (UP) Law Center.


JOHN P. SEVILLA
Commissioner



JUL 31 2014

APPROVED:



CESAR V. PURISIMA
Secretary of Finance

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