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

C. P. LAW CENTER
OFFICE OF THE NATIONAL
ADMINISTRATIVE REGISTER
(CONAR)

ADMINISTRATIVE RULES & REGULATIONS
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OCT 9 2015
11 September 2015

CUSTOMS MEMORANDUM ORDER
NO. 36-2015

TO : All Deputy Commissioners, Service Directors, District Collectors,
Division Chiefs and All BOC Personnel

SUBJECT : Rating Criteria for Promotion of Personnel to First and Second Level
Positions, including Executive Managerial Positions in the
Bureau of Customs (BOC)

1.0 Pursuant to the provisions of Civil Service Commission Memorandum Circular No. 3, s. 2001, the following set of Rating Criteria for evaluation of candidates for promotion is hereby adopted:

<u>Criteria</u>	<u>Equivalent Score</u>
I. Performance Rating	15 points
Outstanding	15
Very Satisfactory	13
II. Educational Attainment	15 points
Above the Minimum Requirement	15
Minimum Requirement	13
III. Work Experience	15 points
Work experience in present position	8
Two points for every year of service not to exceed 8 points	
Work experience by virtue of designations as supported by a CPO	7
Two points for every year of service not to exceed 7 points	
IV. Trainings	15 points
Minimum Requirement	5

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Alexander C. Montemayor
Assistant Officer V
CRMD - BOC

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Plus one point for every additional relevant training acquired for the last five years not to exceed 4 points

Plus three points for every attendance as Speaker/ Resource Person/ Facilitator to a relevant training for the last 5 years not to exceed 6 points

IV.	Job-related examination (Competency Exam) and Physical Fitness Test as necessary	20 points
V.	Interview Rating	20 points
	Job-Related (situational)	12
	Personality (values, integrity, etc)	8
	TOTAL	100 points

2.0 Repealing Clause

This order revokes Customs Memorandum Order (CMO) 16-2002 dated February 15, 2002; CMO 11-2003 dated May 29, 2003; CMO 20-2005 dated April 11, 2005; and CMO No. 28-2011 dated May 31, 2011.

3.0 Effectivity

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

Alberto D. Lina
ALBERTO D. LINA
Commissioner



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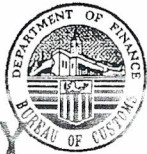
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**CENTRAL PERSONNEL SELECTION BOARD
RESOLUTION NO. 2015-001**

WHEREAS, Customs Special Order No. 09-2014 dated March 17, 2014 was issued by the Bureau of Customs (BOC) reconstituting the Central Personnel Selection Board (CPSB) pursuant to the provisions of Civil Service Commission (CSC) Memorandum Circular No. 3, Series of 2001 and Customs Memorandum Order (CMO) No. 15-2014;

WHEREAS, the BOC issued CMO No. 16-2002 dated February 15, 2002; CMO No. 11-2003 dated May 29, 2003; CMO No. 20-2005 dated April 11, 2005; and CMO No. 28-2011 dated May 31, 2011, prescribing the criteria for selection and screening procedures for hiring and promotion in the BOC;

WHEREAS, 2nd Paragraph, Item IV(6) of CMO No. 6-2002, provides:

"Accordingly, the Central Personnel Selection Board (CPSB) shall prescribe the specific criteria for selection and screening procedures, consistent with the provisions of this Merit Promotion Plan, approved by the appointing authority and properly disseminated to all officials and employees. Any subsequent modification or changes of said procedures and criteria shall likewise be approved and properly disseminated";

WHEREAS, the Commissioner brought to the attention of the members of the CPSB that there is a clamor from BOC employees to fill vacant positions by promotion of qualified employees;

WHEREAS, the CPSB convened on July 30, 2015 to discuss the conduct of hiring through promotion this year;

WHEREAS, it was agreed by the CPSB that for future hiring and promotion, the General Aptitude Test will only be required for new employees while the Competency Examination, Interview and Physical Fitness Test (for Intelligence and Enforcement Groups) will be employed for promotion purposes;

WHEREAS, the CPSB determined that there is a need to revise and update the existing criteria for promotion;

WHEREAS, on August 6, 2015 and August 14, 2015, the CPSB convened to deliberate and agree on the criteria and mechanics to be used for BOC promotions;

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Alexander C. Montemayor
Admin Officer V
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NOW, THEREFORE, the Members of the Central Personnel Selection Board hereby **RESOLVED** to adopt the **Rating Criteria for Promotion of Personnel to First and Second Level Positions, including Executive Managerial Positions in the Bureau of Customs (BOC)**, which is made an integral part of this Resolution.

ADOPTED thru referendum on the 11th day of September at the Bureau of Customs, Port Area, Manila, Philippines.



DIMPNA O. LEJOS
CPSB Chairperson


ARTURO M. LACHICA, CESO II
Member, Deputy Commissioner, RCMG


ARIEL F. NEPOMUCENO
Member, Deputy Commissioner, EG


AGATON O. UVERO
Member, Deputy Commissioner, AOCG


NESTOR A. ANONUEVO
Member, Authorized Representative, IG


VLADIMIR DENNIS B. REYES
Member, Deputy Commissioner, MISTG

UNDIS PROTEST
ROMMEL M. FRANCISCO
Member, BOCEA 2ND Level Representative

NOT PRESENT
Member, BOCEA 1ST Level Representative


CAESAR T. CORPUS
Representative, OCOM

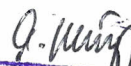
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