

2017-12-020



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

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**MEMORANDUM**

**FOR :** ALL DEPUTY COMMISSIONERS AND SERVICE DIRECTORS  
ALL DISTRICT AND PORT COLLECTORS

**ATTN :** ALL ADMINISTRATIVE OFFICERS

**FROM :** *Symkalis*  
GLADYS F. ROSALES, MPA, CESE  
Deputy Commissioner *g*  
Internal Administration Group

**SUBJECT :** RENEWAL OF CONTRACT OF SERVICE PERSONNEL

**DATE :** December 11, 2017


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- 1.0 Following the CMO No. 30-2017 dated December 01, 2017, re: Guidelines on Retention/Renewal Job Order and/ or Contract of Service Personnel in the Bureau of Customs (BOC) – Central Office and Collection Districts.
  - 2.0 All Offices, Groups and Collection Districts are hereby requested to submit the list of names, together with other pertinent documents of the Contract of Service (COS) Personnel recommended for renewal for the year 2018 using the given format (Annex A) to the Human Resource Management Division (HRMD).
  - 3.0 The renewal of COS Personnel must be in accordance with the said CMO which also provides the observance of the following:
    - 6.2.1 *The Requesting/Receiving Office shall take charge of:*
      - a. *Furnishing and submitting request for renewal (Annex A);*
      - b. *Justifying the need to renew the services of JO/COS personnel; and*
      - c. *Endorsing the following documents to HRMD:*
        - c.1 *Original notarized copy of contracts of all JO/COS;*
        - c.2 *Personal Data Sheet;*
        - c.3 *Certificate of Assumption; and*
        - c.4 *Accomplishment Report*
  - 4.0 In addition to this, the list shall be accompanied with the Certificate of Satisfactory Performance (Annex B) of each Contract of Service Personnel.

xxxxx xxxxx

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- 5.0 Submission of the list and other documents will be on or before **December 26, 2017.**
- 6.0 Names not included in the list submitted shall deemed terminated and shall not be renewed.
- 7.0 For guidance and compliance.

  
**ISIDRO S. LAPEÑA, Ph.D, CSEE**  
Commissioner



DEC 1 1 2017

**Bureau of Customs**  
**Contract of Service for Renewal**  
*(Group/Port)*

	Family Name	First Name	Middle Name	Position	Unit/Office	Start Date of Employment in the BOC	Eligibility	Time Frame/Period of Hiring
1								
2								
3								
4								
5								

*[Signature]*  
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## CERTIFICATE OF PERFORMANCE

This is to certify that (name of Contract of service) reporting under (office), has **outstandingly/satisfactorily/unsatisfactorily** performed his/her duty as (a/an position).

[In addition, Mr./Ms. Last Name has aided this office in accomplishing its mandates and targets by specify significant contribution/s of the COS during his contract period. <sup>1</sup>]

This certification is issued to form part of his/her performance evaluation.

\_\_\_\_\_  
*Immediate Supervisor*  
Signature over printed name

\_\_\_\_\_  
*Head of Office*  
Signature over printed name

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1. Accomplish paragraph two (2) only if the person under contract of service has done an extraordinary contribution to the bureau either i.e. helped in identifying – incidentally – undervalued goods, etc. or aided in major projects/accomplishment of the Bureau.





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**ACCOMPLISHMENT REPORT**

<b>OUTSTANDING</b>	<i>Outstanding</i>	130% and above	5
<b>SATISFACTORY</b>	<i>Very Satisfactory</i>	115% - 129%	4
	<i>Satisfactory</i>	90% - 114%	3
<b>UNSATISFACTORY</b>	<i>Needs Improvement</i>	51%-89%	2
	<i>Needs development</i>	50% and below	1

<b>Responsibility Area</b>	<b>Success Indicator</b>	<b>Actual Accomplishment</b>	<b>Rating</b>
<i>i.e. Produce Data Base of import entries</i>	<i>Produced one (1) accurate consolidated matrix/data base of import entries monthly</i>	<i>A total of (6) Data Base of import entries created for the period of July - December</i>	3

\_\_\_\_\_  
*Immediate Supervisor*  
Signature over printed name

\_\_\_\_\_  
*Head of Office*  
Signature over printed name