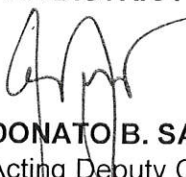


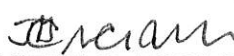


Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
1099 Manila

MEMORANDUM

TO : ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS

FROM : 
DONATO B. SAN JUAN
Acting Deputy Commissioner
Internal Administration Group


JOSEPH G. ESCASIO
Chairperson
Central Human Resource Merit Promotion and
Selection Board (HRMPSB)

SUBJECT : INSTRUCTIONS TO GROUP AND LOCAL HRMPSBs

DATE : May 14, 2019

-
- 1.0. References:
- 1.1. Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2018 or the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) (Revised 2018);
 - 1.2. CMO 27-2016 dated October 27, 2016 or the Civil Service Commission-approved BOC Merit Selection Plan; and
 - 1.3. Bulletin of Vacant Positions in the BOC published on April 29, 2019.
- 2.0. Pursuant to above-listed references, all Deputy Commissioners and District Collectors are hereby directed to reconstitute their respective Group and Local Human Resource Merit Selection and Promotion Board (HRMPSB), which was formerly referred to as the Group and Local Personnel Selection Board, to facilitate the processing of received applications.

- 3.0. In compliance with Sections 5.2 of the CMO 27-2016, the Group HRMPSB shall be composed of the following:

<i>Chairperson</i>	<i>1. Deputy Commissioner</i>
<i>Members</i>	<i>2. Directors of the Offices/Services under the Group</i> <i>3. Division Chief/Head of the Unit where the vacancy exists</i> <i>4. BOCEA Representatives, one from the first level and one from the second level, who shall both be chosen by BOCEA.</i>
<i>Secretariat</i>	<i>Administrative Officer</i>

On the other hand, Section 5.3 of the same CMO prescribes the composition of the Local HRMPSB as follows:

<i>Chairperson</i>	<i>1. District Collector</i>
<i>Members</i>	<i>2. All Deputy District Collectors</i> <i>3. Sub-Port Collector/Division Chief/Unit Head of the division/unit where the vacancy exists</i> <i>4. BOCEA Representatives, one from the first level and one from the second level, who shall both be chosen by BOCEA.</i>
<i>Secretariat</i>	<i>Administrative Officer</i>

- 4.0. In view of the aforementioned items, the following activities and schedule shall be observed by the respective offices as indicated hereunder:

NO.	ACTIVITY	INCLUSIVE DATES	RESPONSIBLE OFFICE/S
1.	Receiving of applications	April 29 (Monday) to May 15 (Wednesday)	HRMD; Local HRMPSB
2.	Encoding of received applications using the <i>Preliminary Screening Matrix</i> in MS Excel format (<i>Annex A</i>)	May 16 (Thursday) to May 19 (Sunday)	HRMD; Local HRMPSB
3.	a. Transmittal of all documentary requirements of applicants to HRMD	May 20 (Monday)	Local HRMPSB

	b. Submission of e-copy of the accomplished <i>Preliminary Screening Matrix</i> to hrmd@customs.gov.ph		
4.	a. Validation of entries in the submitted <i>Preliminary Screening Matrix</i> ; b. Conduct of preliminary screening using CSC qualification standards; c. Identification of testing centers and date of examination	May 21 (Tuesday) to May 27 (Monday)	HRMD
5.	Posting of the list of applicants qualified to take the examination, their designated testing centers, and date of examination	May 27 (Monday)	HRMD
6.	Preparation of examination materials	May 28 (Tuesday) to May 31 (Friday)	HRMD
7.	Conduct of examination	June 3 (Monday) to June 7 (Friday)	HRMD (in coordination with Selected Group and Local HRMPSBs)
8.	Checking of examination papers	June 8 (Saturday) to June 11 (Tuesday)	HRMD
9.	Finalization of <i>Preliminary Screening Matrix</i> of those who passed the examination	June 13 (Thursday)	HRMD
10.	Transmittal to Group and Local HRMPSBs of the <i>Preliminary Screening Matrix</i> and the photocopy of the Personal Data Sheet of their respective applicants	June 14 (Friday)	HRMD
11.	Preparation of interview schedule of applicants contained in the <i>Preliminary Screening Matrix</i>	June 17 (Monday)	Group and Local HRMPSB
12.	Submission of interview schedule to HRMD for posting in the BOC website	June 18 (Tuesday)	Group and Local HRMPSB
13.	Posting of interview schedule	June 19 (Wednesday)	HRMD

14.	Conduct of interview using the <i>Interviewer's Scoresheet (Annex B)</i>	June 21 (Friday) to June 25 (Tuesday)	Group and Local HRMPSB
15.	Consolidation of interview scores using the <i>Interview Tally Sheet (Annex C)</i>	June 26 (Wednesday)	Group and Local HRMPSB
16.	Submission of the accomplished <i>Interview Tally Sheet</i> including the <i>Interviewer's Scoresheets</i> to the HRMD	June 28 (Friday)	Group and Local HRMPSB

- 5.0. The HRMD as the HRMPSB Secretariat shall prepare the *Selection Line-Up* and *HRMPSB Evaluation Matrix* which shall be submitted for review and evaluation by the Central HRMPSB.
- 6.0. For guidance and strict compliance.

2019-05-011 P.7



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

Human Resource Merit Promotion Selection Board
INTERVIEWER'S SCORE SHEET
FOR (Position Title)
(GROUP/COLLECTION DISTRICT)

(Date)

<u>(SURNAME, GIVEN NAME MIDDLE NAME)</u>	<u>Points</u>	<u>Score</u>	<u>REMARKS</u>
Job- related (15 pts)			
Compatibility/Fitness to the Job	7.5		
Professional Skills	7.5		
Personality (10 pts)			
Motivation/Integrity	2.5		
Bearing/Personality	2.5		
Confidence/Communication Skills	2.5		
Reasoning/Problem Solving Skills	2.5		
TOTAL			

(NAME OF INTERVIEWER, OFFICE)
Interviewer

Doc
MASTER COPY

ANNEX B



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

Human Resource Merit Promotion Selection Board
INTERVIEWER'S SCORE SHEET
FOR ADMINISTRATIVE AIDE I
NINYO AQUINO INTERNATIONAL AIRPORT

June 21, 2019

<u>DELA CRUZ, JUAN GOMEZ</u>		<u>REMARKS</u>
Job- related (15 pts)	<u>Points</u>	<u>Score</u>
Compatibility/Fitness to the Job	7.5	
Professional Skills	7.5	
Personality (10 pts)		
Motivation/Integrity	2.5	
Bearing/Personality	2.5	
Confidence/Communication Skills	2.5	
Reasoning/Problem Solving Skills	2.5	
TOTAL		

CARMELITA M. TALUSAN, DISTRICT COLLECTOR
Interviewer

2019-05-011 P.8



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

Human Resource Merit Promotion Selection Board
INTERVIEWER'S SCORE SHEET

FOR _____

<u>REMARKS</u>		<u>Points</u>	<u>Score</u>
Job-related (15 pts)			
Compatibility/Fitness to the Job		7.5	
Professional Skills		7.5	
Personality (10 pts)			
Motivation/Integrity		2.5	
Bearing/Personality		2.5	
Confidence/Communication Skills		2.5	
Reasoning/Problem Solving Skills		2.5	
TOTAL			

Interviewer

Doc
MASTER COPY



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

Human Resource Merit Promotion Selection Board
INTERVIEWER'S SCORE SHEET

FOR _____

<u>REMARKS</u>		<u>Points</u>	<u>Score</u>
Job-related (15 pts)			
Compatibility/Fitness to the Job		7.5	
Professional Skills		7.5	
Personality (10 pts)			
Motivation/Integrity		2.5	
Bearing/Personality		2.5	
Confidence/Communication Skills		2.5	
Reasoning/Problem Solving Skills		2.5	
TOTAL			

Interviewer

INTERVIEW TALLY SHEET FOR COLLECTOR OF CUSTOMS I
SUB-PORT OF TABACCO, PORT OF LEGASPI
(NAME OF GROUP/COLLECTION DISTRICT)

	NAME OF APPLICANT	INTERVIEW AVERAGE SCORE	G/LPSB Action/ Remarks
1	DE LEON, PATRICK D.	22.06	
2	SANTIAGO, MATT CHRISTIAN T.	21.50	
3	VISCONDE, MARIA ELENA C.	21.05	
4			
5			
6			
7			
8			
9			
10			

CERTIFIED TRUE AND CORRECT:

MICHAEL L. LABAJO

SIGNATURE ABOVE PRINTED NAME OF G/L HRMPSB MEMBER INTERVIEWER

FRANCESCA M. DELA CRUZ

SIGNATURE ABOVE PRINTED NAME OF G/L HRMPSB MEMBER INTERVIEWER

ATTY. VINCENT L. JACINTO

SIGNATURE ABOVE PRINTED NAME OF G/L HRMPSB MEMBER INTERVIEWER

RICARDO S. ROMULO

SIGNATURE ABOVE PRINTED NAME OF G/L HRMPSB MEMBER INTERVIEWER

MARY ANN A. DIAZ

SIGNATURE ABOVE PRINTED NAME OF G/L HRMPSB MEMBER INTERVIEWER

MICHELLE S. SARMIENTO

SIGNATURE ABOVE PRINTED NAME OF G/L HRMPSB MEMBER INTERVIEWER

INTERVIEW TALLY SHEET FOR _____

	NAME OF APPLICANT	INTERVIEW AVERAGE SCORE	G/LPSB Action/ Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

CERTIFIED TRUE AND CORRECT:

SIGNATURE ABOVE PRINTED NAME OF G/L HRMPSB MEMBER INTERVIEWER

SIGNATURE ABOVE PRINTED NAME OF G/L HRMPSB MEMBER INTERVIEWER

SIGNATURE ABOVE PRINTED NAME OF G/L HRMPSB MEMBER INTERVIEWER

SIGNATURE ABOVE PRINTED NAME OF G/L HRMPSB MEMBER INTERVIEWER

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