

2016-12-025



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

INTERNAL ADMINISTRATION GROUP

MEMORANDUM

FOR : **DEPUTY COMMISSIONERS
DISTRICT COLLECTORS
ALL OTHERS CONCERNED**

FROM : **The OIC-Deputy Commissioner**
Internal Administration Group

SUBJECT : **Extension of Deadline for the Renewal of Contract of Service**

DATE : **20 December 2016**

- 1.0 In view of the Memorandum of the undersigned on the submission of the Strategic Management System's (SPMS) Individual Performance Commitment and Review Form (IPCR) dated 15 December 2016, the deadline for the submission of the Contract of Service for renewal is extended until **28 December 2016**.
- 2.0 Further, additional requirements below shall be attached to the draft contracts for renewal before submitting to the Office of the Commissioner, thru the Office of the Deputy Commissioner, IAG:
 - 2.1 Duly filled original updated Personal Data Sheet (PDS); and
 - 2.2 Copy of previously approved Contract of Service.
- 3.0 It is reiterated that all new applicants recommended for hiring under Contract of Service shall submit an Affidavit of Undertaking along with their draft contracts and PDS.
- 4.0 For strict compliance.

for: [Signature]
ALFREDO A. PALMA

CC: **Commissioner Nicanor E. Faeldon**