

2018\_08-004



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

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**MEMORANDUM**

**TO :** All BOC Employees  
and Personnel under Contract of Service

**FROM :** *GR*  
**GLADYS F. ROSALES, MPA, CESE,**  
Chief-of-Staff, Office of the Commissioner &  
Deputy Commissioner, Internal Administration Group

**SUBJECT :** Conduct of Special CSC CSE PPT to BOC Employees

**DATE :** August 01, 2018

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1. In connection with the initiative of the Bureau of Customs and the Bureau of Customs Employees Association (BOCEA), the Civil Service Commission (CSC) will be conducting a **Special Career Service Examination Pen and Paper Test (CSE-PPT)** Professional and Sub-Professional to personnel under Contract of Service and other employees in the Bureau of Customs and other government agencies on **October 14, 2018**.

2. In this regard, all casual and permanent employees, and personnel under Contract of Service with contract approved by Commissioner Lapeña (From September 2017 up to Present), who have not yet acquired a first or second level eligibility, and who wish to signify their intent to take the examination, are hereby directed to accomplish the attached **CSC Career Service Examination BOC Employees Sign-Up Sheet** and submit the same to the Human Resource Management Division through the concerned Administrative Offices on or before August 6, 2018.

3. No further request for extension of submission of Sign-Up Sheets shall be accommodated beyond August 6, 2018.

4. This will serve as the basis for the Official Consolidated List of Applicants from the Bureau of Customs that will be submitted to the CSC Field Office - Department of Public Works and Highways (DPWH) on August 7, 2018.

5. The CSCFO-DPWH will only accept submission of applications for the October 14, 2018 schedule of CSC CSE-PPT from personnel included in the Official List from August 13 to 24, 2018, 8:00 a.m. until 5:00 p.m. at the CSC FO-DPWH Office.

6. Interested applicants are reminded to bring the following requirements upon application on August 13-24, 2018:

- a. **APPLICATION FORM:** Fully accomplished application form (CS Form No. 100, Revised 2015, may be downloaded from [www.csc.gov.ph](http://www.csc.gov.ph)). As per CSC, the 'Signature' and the 'Right Thumb mark' shall be left blank as this will be accomplished in the presence of the CSCFO representative/processor.
- b. **ID PICTURES:** Four (4) pieces of colored Passport size (4.5cm x 3.5 cm) ID photos, in bare full face view directly facing the camera showing left and right ears, in neutral facial expression, with both eyes open, with white background and handwritten (not computer-generated) name tag showing the signature over printed full name (*First Name, Middle Initial, Last Name, and Extension Name*), in standard close-up shot (*from shoulder level up with the head and face occupying at least 80% of the picture and with the name tag positioned at approximately 1 inch below the chin*), printed on good quality photo paper, and taken within the last three (3) months.
- c. **VALID ID:** Original and photocopy of Identification Card with clear picture, date of birth, and signature. You may bring any of the following: Current Office/Company ID, Driver's license, PRC License ID, UMID ID, SSS ID, GSIS ID, Voter's ID, BIR ID, Philhealth ID, Postal ID, Current School ID, Police Clearance, or Barangay ID.
- d. **CERTIFICATE OF EMPLOYMENT** issued by the agency
- e. **BIRTH CERTIFICATE** issued by the Philippine Statistics Authority, or the Local Civil Registry printed on security paper (only for applicants without date of birth in their I.D. card).
- f. **CERTIFICATION OF RETENTION/RE-ACQUISITION OF PHILIPPINE CITIZENSHIP** issued by the Bureau of Immigration (only for applicants holding dual citizenship under R.A. 9225)
- g. **EXAMINATION FEE:** Php500.00

7. The Certificate of Employment of individuals included in the Official List shall be automatically processed by the Human Resource Management Division from August 6-10, 2018; and shall be claimed by the applicants from August 13-24, 2018.

8. The examination fees and other related expenses which will be incurred shall be borne by the applicants.

9. For strict compliance.

