



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

MEMORANDUM

**TO : ALL DEPUTY COMMISSIONER
ALL DISTRICT COLLECTORS
ALL DIVISION CHIEFS
ALL OTHERS CONCERNED**

SUBJECT : CONTRACTS OF SERVICE

DATE : 20 April 2017

In order to expedite the process of hiring/rehiring of individuals under contract of service arrangement, you are hereby directed to submit **within 10 days** upon receipt of this memorandum, a USB flash drive or any other external drive containing the following:

- a. The matrix of individuals hired under contract of service assigned in your respective group/port/division. (see attached sample in excel form)

Contents of the Matrix

- 1) Name (Family Name, First Name, M.I.);
 - 2) Position;
 - 3) Unit/Office Assigned;
 - 4) Date Started;
 - 5) Compensation;
 - 6) Indicate whether with/without eligibility;
 - 7) Duration of the present Contract.
- b. In individual folder, the file name of which, is the name of the contractual employee, the scanned copy of the following:
 - 1) Personal data sheet (PDS), including the supporting documents, of all individuals hired under contract of service arrangement assigned in your group/port/division;
 - 2) Their Accomplishment Report from July 1, 2016 to December 31, 2016 and January 1, 2017 to March 31, 2017;
 - 3) Their Oath/Undertaking against corruption;
 - 4) Their Undertaking that they are not related within the 3rd civil degree of consanguinity or affinity with their immediate superior, next immediate superior, head of the group/port/division where they are assigned.
 - c. Justification why there is a need to rehire/hire these individuals (signed by the head of office concerned).

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Your request for the renewal of the contracts of service of these individuals should be submitted prior to **31 May 2017**, otherwise your request will be denied. Indicate in your request the description of the work to be done by these individuals and an explanation why the work cannot be done by the existing personnel with *plantilla* positions.

No person shall assume his/her duties without an approved and signed contract, otherwise the compensation shall be borne by the officials who allowed such assumption.

Individuals without the required eligibility, not otherwise exempt, shall not be rehired, unless they will declare under oath that they will apply for and pass the Civil Service Eligibility Examination this coming August 2017.

For strict compliance.


NICANOR E. FAELDON
Commissioner



APR 21 2017

Contracts of Service - PORT OF MANILA - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles

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Conditional Formatting Styles

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Bureau of Customs

Port of Manila

As of 31 May 2016

Family Name	First Name	M.I.	Position	Unit/Office	Date Started	Compensation	Eligibility	Duration of the present contract
1 Dela Cruz	Juan	C	Administrative Service Assistant I	Office of the Collector	1/1/2015	12,000.00	Civil Service (Prof.)	January 2, 2017 to June 30, 2017
2 Doe	Jane	M	Data Encoder	Office of the Deputy Collector for Administration	5/2/2014	12,000.00	None	March 1, 2017 to June 30, 2017
3 Tamad	Pedro	K	Data Encoder	FED Section 1A	9/15/2016	12,000.00	Board Passer (Customs Broker)	February 1, 2017 to June 30, 2017

Jan1 to June30