



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
MANILA

June 27, 1991

CUSTOMS MEMORANDUM ORDER

No. 58-91

To: All Service/Division Chiefs  
District/Deputy Collectors  
and All Other Bureau Personnel

Subject: Request for Promotion, Reassignment & Designation

In line with the present thrust of professionalizing the service, and in order to give due importance to the District Collectors/Service Chiefs and other officials in matters of personnel movement and put an end to the present practice of rank and file employees sending memoranda direct to the Commissioner, the following instructions regarding requests for promotion, reassignment and designation are hereby given:

1. All requests for promotion and designation shall be initiated by an appropriate recommendation from any of the employee's immediate superiors.
2. The recommendation which must contain the comments of all the immediate chiefs of the employee, shall be forwarded to the District Collector/Service Chief who shall endorse the same to the Commissioner.

e.g. An examiner from the Port of Manila who is recommended for promotion or designation should be indorsed by the District Collector, PCM, with comments from the Principal Examiner, Chief, Formal Entry Division, and Deputy Collector for Assessment.

3. The indorsement for promotion or designation shall be accompanied by a copy of the employee's Performance Evaluation Report for the past three (3) semestral rating periods and the justification/reason in support of the recommendation.

*J. Arado Jr. Arado*

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4. Request for reassignment can be initiated by an employee or by any of his immediate superiors. The request shall be coursed thru proper channel and shall contain the justification for the reassignment as well as the comments of the applicant's immediate superiors. The District Collector/Service Chief concerned shall then indorse the request for reassignment to the Commissioner.
5. In the case of designation or reassignment, the interest of the service should be taken as the paramount consideration. Specifically, the particular needs of a given office including the qualifications of the nominee/applicant shall be taken into account.

This Order shall take effect 28 June 1991 and shall last until revoked.

*Salvador M. Mison*  
SALVADOR M. MISON  
Commissioner