



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

15 February 2002

CUSTOMS MEMORANDUM ORDER

NO. 16-2002

TO: All Deputy Commissioners
Director III
Division Chiefs
District Collectors
And All Personnel Concerned

SUBJECT: **Individual Rating Criteria for Promotions and Hiring Purposes**

Pursuant to the provisions of CSC Memorandum Circular No. 3, s. 2001 and CMO 6-2002 entitled "Merit Selection Plan" (MSP), and in order to ensure that the most qualified and competent employee is selected for promotion, the following criteria in the evaluation of candidates are hereby adopted:

A. PROMOTION

I. Performance Rating 20 points

To be computed by getting the average of the equivalent points of the last two (2) performance ratings. Equivalent points shall be as follows:

| Adjective Rating | Total Score | Equivalent Points |
|-------------------|--------------|-------------------|
| Outstanding | 48 pts. | = 20 |
| Very Satisfactory | 36 - 47 pts. | = 15 |
| Satisfactory | 24 - 35 pts. | = 10 |

II. Educational Attainment 15 points

| | |
|--|------|
| Graduate of Doctoral/Masteral Course/ and LLB | = 15 |
| Graduate of Bachelor's Degree (four/five yrs. course) | = 13 |
| College Undergraduate | = 8 |
| Graduate of Vocational Course/ High School Graduate | = 6 |

III. Appropriate Eligibility 15 points

| | |
|--|------|
| Customs Broker/BAR/CPA/Other RA 1080/CES Eligible | = 15 |
| Career Service Professional or its equivalent | = 13 |
| Career Service Sub-professional or its equivalent | = 10 |
| Third Grade Eligibility or its equivalent | = 8 |

IV. Work Experience 20 points

- A. Work experience in present position = 10
One point for every year of service not to exceed 10 points
- B. Work experience higher than present position by virtue of designations = 10
One point for every year of service in each designation not to exceed 10 points

V. Relevant Training 15 points

- One point for every relevant local training/seminar acquired after the latest approved appointment.
- Two points for every relevant foreign training/seminar acquired after the latest approved appointment
- Total points not to exceed 15 points

VI. Others 15 points

- 1. One point for every commendation/ award (District Collector/ Commissioner/ CSC/ DOF/ Office of the President/ Recognized Associations) given after the last approved appointment not to exceed five (5) points.
- 2. Five (5) points for candidate duly recommended by the District Collector/ Director III of the port/ office concerned during the actual deliberation of the Central Personnel Selection Board.
- 3. Five (5) points for candidates who is next-in-rank in accordance with the BOC System of Ranking of Position pursuant to CMO No. 7-2002.

TOTAL 100 points

Additional Guidelines on Promotion:

UPDATING OF RECORDS

- a. The validity of this rating system can only be assured if pertinent records of candidates are fully reflected. It is therefore important that each employee should continually update his/her records to be incorporated in the 201 file which shall be the basis for the evaluation of the employee's qualifications.
- b. Provisions of the next-in-rank rule as provided for under CMO No. 6-2002 and CMO No. 7-2002 shall be strictly adhered as far as practicable.

- c. An employee may be considered for promotion not earlier than two (2) years nor later than one (1) year before he reaches the compulsory age of retirement.

B. ON HIRING/TRANSFERS

- 1. Next-of-kin applicants shall not enjoy priority in hiring. They shall be considered as regular applicants.
- 2. Evaluation of the applications for employment shall be done on a quarterly basis.
- 3. All applicants should submit complete requirement for purposes of evaluation of their qualifications such as:

| <u>Original Appointment</u> | / | <u>Transfer/Re-employment</u> |
|--|---|--|
| Letter of Application | | Letter of Application |
| Personal Data Sheet | | Personal Data Sheet |
| Transcript of Records with Special Order Number, if applicable | | Transcript of Records with Special Order Number, if applicable |
| Certificate of Eligibility | | Certificate of Eligibility |
| Certificate of Training/Seminars | | Certificate of Training/Seminars |
| Certificate of Employment if the position applied for requires | | Service Record |
| NBI Clearance | | Latest approved appointment |
| | | Performance Rating for the last two semester |
| | | NBI Clearance |

Effectivity

This order supersedes CMO 27-98 dated August 5, 1998 and CMO 29-98 dated August 5, 1998 and shall take effect immediately.


TIPS B. VILLANUEVA
 Commissioner