



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

**MEMORANDUM**

TO : ALL DEPUTY COMMISSIONERS  
ALL DISTRICT COLLECTORS  
ALL ADMINISTRATIVE OFFICERS

FROM : REY LEONARDO B. GUERRERO  
COMMISSIONER



FEB 07 2018

SUBJECT : RENEWAL OF CONTRACT OF SERVICE

DATE : January 29, 2018

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- 1.0 Joint Circular No. 1, s. 2018 (JC No. s. 2018) issued by Department of Budget and Management (DBM), Commission on Audit, and the Civil Service Commission, allows the continuation of services of individuals engaged through of Contract of Service (COS) and job order (JO) in all government offices/agencies.
  - 2.0 However, due to the 50% reduction on Budget for "Other Professional Services" allotted to the Bureau for FY 2019, renewal of all current COS in the Bureau is not possible.
  - 3.0 As such all groups/ports/offices are directed to conduct a thorough review of persons under contract of service under their respective groups/ports/offices.



4.0 Take note of the following COS staffing for each group/port/office:

PROPOSED STAFFING PATTERN FOR COS OF 2019					
Office / Group / Collection District	Current Staffing	2018 BUDGET	Proposed Staffing	2019 BUDGET	Suggested Position and Payment
OCOM (Direct Office of the Commissioner)	9	₱25,000,000.00	4	₱12,500,000.00	SEE Revised CMO for Options
Office of the Chief of Staff	9		7		SEE Revised CMO for Options
External Affairs	3		3		SEE Revised CMO for Options
XIP	109		104		SEE Revised CMO for Options
IAG	122	₱25,000,000.00	92	₱12,500,000.00	SEE Revised CMO for Options
MISTG	22	₱4,600,000.00	22	₱2,300,000.00	SEE Revised CMO for Options
RCMG	44	₱8,300,000.00		₱4,150,000.00	SEE Revised CMO for Options
AOCG	61	₱13,000,000.00		₱6,500,000.00	SEE Revised CMO for Options
IG	96	₱17,000,000.00		₱8,500,000.00	SEE Revised CMO for Options
EG	17	₱2,200,000.00		₱1,100,000.00	SEE Revised CMO for Options

PCAG	12	₱2,200,000.00		₱1,100,000.00	SEE Revised CMO for Options
SAN FERNANDO	1	₱220,000.00		₱110,000.00	SEE Revised CMO for Options
POM	142	₱27,000,000.00		₱13,500,000.00	SEE Revised CMO for Options
MICP	118	₱21,800,000.00		₱10,900,000.00	SEE Revised CMO for Options
NAIA	36	₱7,000,000.00		₱3,500,000.00	SEE Revised CMO for Options
BATANGAS	24	₱5,200,000.00		₱2,600,000.00	SEE Revised CMO for Options
LEGAZPI	5	₱760,000.00		₱380,000.00	SEE Revised CMO for Options
ILOILO	19	₱2,800,000.00		₱1,400,000.00	SEE Revised CMO for Options
CEBU	59	₱10,600,000.00		₱5,300,000.00	SEE Revised CMO for Options
TACLOBAN	4	₱600,000.00		₱300,000.00	SEE Revised CMO for Options
SURIGAO	4	₱700,000.00		₱350,000.00	SEE Revised CMO for Options
CDO	16	₱2,800,000.00		₱1,400,000.00	SEE Revised CMO for Options

ZAMBOANGA	13	₱2,800,000.00		₱1,400,000.00	SEE Revised CMO for Options
DAVAO	38	₱7,200,000.00		₱3,600,000.00	SEE Revised CMO for Options
SUBIC	7	₱1,400,000.00		₱700,000.00	SEE Revised CMO for Options
CLARK	17	₱3,200,000.00		₱1,600,000.00	SEE Revised CMO for Options
APARRI	3	₱290,000.00		₱145,000.00	SEE Revised CMO for Options
LIMAY	4	₱700,000.00		₱350,000.00	
<b>TOTAL</b>	<b>1014</b>	<b>₱192,370,000.00</b>		<b>₱96,185,000.00</b>	
<p>***The Proposed Number of COS per Group/Port shall be divided into respective, services, division and units under each Group/Port respectively.</p>					
<p>***All Division Chief, Unit Heads, Service Director, Port Collector shall submit their endorsement to their respective Deputy Commissioner/District Collector for approval/concurrence.</p>					
<p>***The propose Number of COS Per Group/Port may decrease or increase depending on the position and payment of the endorsed COS as per CMO ____ - 2019.</p>					

5.0 To be guided properly on renewal of contracts, all chiefs or office heads are directed to consider the following matters in reviewing persons under contract of service within their office/group/collection district:

- 5.1 Attendance
- 5.2 Productivity
- 5.3 Diligence and Professionalism
- 5.4 Qualifications (Education, Eligibility, Experience and Training based on CMO

6.0 All Contracts shall emanate from the Human Resource Management Division.

7.0 For strict information and compliance.