

2016-06-008



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

MASTER COPY

09 June 2016

MEMORANDUM

TO : ALL DEPUTY COMMISSIONERS, SERVICE DIRECTORS, AND COLLECTORS V AND VI

FROM : THE COMMISSIONER

SUBJECT : BOC OFFICIALS' SUBMISSION OF UPDATED CV AND STATUS OF APPOINTMENT

1.0 In compliance with the instruction from the Department of Finance (DOF) to the Office of the Commissioner (copy attached-*Annex I*), all Officials of the Bureau of Customs who are currently holding Collectors V and VI, Service/Office Director, and Deputy Commissioner positions are hereby ordered to submit the following:

1.1 **Updated Curriculum Vitae (CV)** in MS Word format not exceeding 4 pages, containing the following:

- 1.1.1 Personal Background/Data (name, address, recent picture, etc.)
- 1.1.2 Executive Summary of Current Work (may include a brief portion for notable accomplishments)
- 1.1.3 Work Experience/History
- 1.1.4 Affiliations and Seminars/Trainings Attended

1.2 Status of appointment by filling the fields in the table below.

NAME	CURRENT DESIGNATION	ELIGIBILITY (CESO, CESE/CSEE, 2 nd level eligibility, etc.)	NATURE OF APPOINTMENT (Co-terminus, Permanent, Fixed Term)

2.0 The above required information should be submitted to the Human Resource Management Division through hrmd@customs.gov.ph not later than **June 11, 2016**, Saturday.

3.0 For immediate and strict compliance.


ALBERTO D. LINA



JUN 10 2016

From: "Joseph Roe Ondis" <rondis@dof.gov.ph>
 Date: Jun 8, 2016 1:58 PM
 Subject: Appointment

Dear DOF Executives,

In line with the appointments needed to be issued by the next President, through the endorsement of the incoming Secretary, may we ask for i.) **Status of your appointments** and ii.) **Updated CVs**

i. Please follow this format:

Name of Agency	Designation	Name of Person	Eligibility (CESO or not)	Nature of Appointment (Coterm, Permanent, Fixed Term)	Needs reappointment (Yes/No)
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- Notes:
- **Coterminous**-means you are holding an item which will expire when the Secretary leaves; not a plantilla/permanent item (Contractual coterminous). This also means that if the next Secretary needs to use your item, it has to be requested to the office of the President.
- **Permanent**- means you are holding a permanent plantilla item. Indicate if your status is "Acting" or not; Acting if no CES eligibility
- **Fixed term**- means your appoint may not expire when the Secretary (CVP) leaves, you have a fixed term. Kindly indicate the expiry of your appointment

One list per agency; List should include all the officials who need reappointment

ii. Please follow this format for your CVs.

1. Personal Background/Data (Name, Address,etc. Pls. include picture)
2. Executive Summary of your current work (Summary of your work description)
 - 2.1. *You may include a brief portion for your notable accomplishments*
3. Work Experience/History
4. Affiliations/ Training Attended

Kindly try to limit your CVs up to 3-4 pages only.

- May we receive your submission by next week **June 14 Tuesday end of business hours.**

Thank you.