

**LETTER OF INTENT
(FOR NEW APPLICANTS)**

Date: _____

THE COMMISSIONER
Bureau of Customs
Port Area, Manila

THRU: **THE CHIEF**
Human Resource Management Division

Sir:

I wish to signify my intention to be appointed in the specified position:¹

POSITION _____ DIVISION & GROUP/ SUB-PORT & PORT _____

Attached are three (3) sets of the following documents: (Please tick)

- Original, Updated and Duly Accomplished Personal Data Sheet (CS Form 212)
- Authenticated Certificate of Eligibility or License issued by the Civil Service Commission, Professional Regulations Commission, or the Supreme Court, as appropriate
- Certified True Copy of Transcript of Records
- Certified True Copy of Diploma
- Copy of Certificate of trainings and seminars attended, if any
- Certificate of Employment or Service Record (for government employees)
- Individual Performance Commitment Review (IPCR) for the last two (2) rating periods (for government employees)

Should I qualify to take the examination, please note that my current residence is in
_____ (City/Municipality).

I hereby certify that I have no relative within the fourth civil degree of consanguinity or affinity who is currently employed in the Bureau of Customs.²

Very truly yours,

(Signature above printed name)

Cellphone number³: _____

Email address³: _____

Republic of the Philippines)
) SS.

SUBSCRIBED and SWORN to before me this ____ day of _____, 2016. Affiant exhibiting to me his\her Valid Identification no. _____ issued at _____ on _____.

NOTARY PUBLIC

Doc No. _____

Page No. _____

Book No. _____

Series of 2016.

¹Only one (1) position shall be indicated.

²Pursuant to Customs Administrative Order 03-2014, applicants with relative/s within the fourth civil degree of consanguinity or affinity and who is/are currently employed in the Bureau of Customs, shall not be appointed to any position in the Bureau.

³Important for notices.