



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
MANILA

September 19, 1996

**CUSTOMS MEMORANDUM ORDER**

NO. 30-96

**To : NCE Project Implementation Committee  
All Concerned**

**Subject : Program Development for the Creation of a Customs Career Service within the  
Bureau**

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Over the past few years, our country's economic and industrial activities have grown in an unprecedented rate. We have seen the increase and expansion of our international/domestic airports, piers and other ports of entry for passengers, cargoes and export/import items. As such, the Bureau has employed and continues to acquire more goods examination equipment, trained and deployed several personnel in different port locations to enforce customs laws, rules and regulations. It has, therefore, become imperative that the Bureau initiates the creation of a Customs Scanning Career Service to professionalize its labor force in the given field of work and effectively manage the resources that will support scanning operations throughout the country.

In this regard, I hereby authorize the Program Development for the creation of a Customs Scanning Career Service within the Bureau effective this date. Attached for your information and appropriate actions is the Development Guideline for this Program.

  
GUILLERMO L. PARAYNO, JR.  
Commissioner

## CREATION OF A CUSTOMS SCANNING CAREER SERVICE A PROGRAM DEVELOPMENT PAPER

### I. BACKGROUND AND RATIONALE:

In international and domestic airports throughout the country, the ability to examine inbound and outbound passenger baggages and belongings accurately, efficiently and at the least possible time, is a key requirement in the enforcement of customs laws, rules and regulations. X-ray equipment has been instrumental in identifying concealed goods subject to duties, taxes, fees and/or charges, and prohibited or banned items. Because of the availability of X-ray equipment, the Bureau now requires more and more qualified personnel to handle scanning-related functions at the different ports/sub-ports on a long term basis.

With the Philippine hosting of the APEC Conference by 2nd week of November 1996, the procurement/ acquisition of stationary and mobile X-ray Machines became a priority project of the Bureau. Through a World Bank Loan Agreement with the Philippine Government, an International Competitive Bidding (ICB) made possible the start of this procurement and implementation project. The Award of Contract for Lot 1 - Goods Examination Equipment, was granted to Philcox (Phils.), Inc. which will supply the Bureau with 5 sets of Stationary X-ray Machine, 2 sets of Mobile X-ray Equipment and 7 sets of Fibroscopes for operational use at OCOM, NAIA, POM and MICP. Moreover, the donation of similar X-ray machines by SGS is being initiated by the Commissioner for distribution and use at the major ports outside Metro Manila.

The acquisition of more goods examination equipment for port operations has enlightened the Bureau on the extent of manpower development, functional operation, machine deployment and utilization, parts/accessories' supply and maintenance, and machine disposal/replacement (procurement) needs. The Bureau leadership feels that it is high time that the functions/tasks of managing, implementing, supervising and controlling, evaluating and monitoring for the Customs goods examination purposes, must have an integrated focus and direction.

Thus, it becomes imperative that the Bureau initiates the creation of a Customs Scanning Career Service to address the above-mentioned concerns.

### II. PROGRAM GOALS

1. To set up a Bureau-wide human resource career development program that will establish a professional labor force in the field of *Customs Scanning*, and formulate the guidelines for recruitment/screening, selection appointment, placement, promotion, welfare/incentive system and other personnel matters.
2. To develop a systematic, organized and accurate manner of deploying/assigning/operating goods examination equipment in the different customs districts for effective machine operations, maintenance and inventory.
3. To effectively muster the equipment, material, maintenance and fund resources of the Bureau that will fully support the goods scanning personnel in the enforcement of Customs laws, rules and regulations all over the country.

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III. IMMEDIATE IMPLEMENTING STEPS

No.	Implementing Steps	Target Date
1.	Development of an initial qualifications criteria that will guide the screening and selection of five (5) Bureau personnel who will be sent for foreign and local training, in relation to the latest acquisition of goods examination equipment under Lot 1 of the Non-Computer Equipment (NCE) Projects.	September 16, 1996
2.	<p>Organization of a 5-member Personnel Selection Committee (PSC) which will screen and recommend the selection of the said Bureau personnel, for the approval of the Commissioner. The Committee membership may come from any of the following concerned offices of the Bureau:</p> <ul style="list-style-type: none"> <li>• Office of the Commissioner</li> <li>• NCE Project Implementation Committee</li> <li>• IAG Human Resources Management Division</li> <li>• CAOCG Port Operations Division Representative</li> <li>• IEG Customs Intelligence &amp; Investigation Service</li> <li>• IEG Enforcement &amp; Security Service</li> <li>• Offices of the District Collector, POM, MICP &amp; NAIA</li> </ul> <p>Crown Agents Consultant(s) will sit in the Committee for advisory services.</p>	September 19, 1996
3.	Dissemination (by HRM Div.) of Selection Process and Qualification Criteria to affected Bureau Offices.	September 20, 1996
4.	Submission of Personnel-Recommendees (with descriptive justification) by Heads of Group/ Service/District/Division Offices to the PSC.	not later than September 26, 1996
	Proofs or supporting instruments of recommendees should be supplied separately by concerned offices/recommendees to the PSC.	not later than September 27, 1996
5.	Selection by PSC of 5 Trainees & submission, including drafts of CPO and Travel Order, for review and approval of the Commissioner.	October 03, 1996
6.	<p>Creation of a 5-member Special Study Team (SST) with a different staff composition coming from offices mentioned in (2) above, for the development of the following outputs for the Customs Scanning Service:</p> <ul style="list-style-type: none"> <li>a) Organization &amp; Human Resource Development Program Manual</li> <li>b) Operations &amp; Service Support Manual</li> <li>c) In-Service Training Manual</li> </ul>	not later than September 26, 1996
	Presentations will be during regular PIC Meetings, as follows:	
	a) First Draft	October 31, 1996
	b) Second Draft	November 14, 1996
	c) Final Draft	November 28, 1996
	d) Implementing Order for Approval of the Commissioner	December 05, 1996
	Advisory services will be provided by Crown Agents to hasten the process and transfer development technology. to the BOC SST.	

**IV. SELECTION QUALIFICATION CRITERIA**

for the five (5) Bureau Personnel to be sent for supervisory and technical training (foreign & local) on goods examination equipment.

**A. On Background and Skills**

1. Supervisory Potential
  - Candidates must have the potential to handle, in the near future, supervision, control and performance/development monitoring functions related to scanning service personnel, equipment and operations.
2. Pedagogical Ability
  - Candidates must have the ability to teach or be able to transfer their knowledge, experiences and technical skills to other Bureau personnel assigned to the scanning service.
3. Technical Skills
  - Candidates must have engineering background, or working knowledge in computers, or technical knowledge/experience in operating X-ray machines for scanning purposes.
4. Installation & Equipment Maintenance Background/Potential
  - Candidates must show a certain ability or potential to install/set-up any goods examination related equipment for optimum use, and to handle preventive maintenance work for effective and longer use of the same equipment.

**B. On Status, Service Record and Commitment**

No.	Particulars	Proof or Supporting Instrument
1.	<p><u>Personnel Status and Service Record</u></p> <ul style="list-style-type: none"> <li>• Candidates must have:                             <ol style="list-style-type: none"> <li>a) a permanent status;</li> <li>b) a service tenure of at least three (3) years;</li> <li>c) received at least a Satisfactory rating in their latest Personnel Individual Performance Record (or its equivalent); and</li> <li>d) no previous derogatory administrative record nor pending administrative/legal case within or outside the Bureau.</li> </ol> </li> </ul>	<p>Appointment Paper Service Record Civil Service Individual Performance Record, as of latest on file Administrative Clearance Legal Service Clearance</p>
2.	<p><u>Special Commitment</u></p> <ul style="list-style-type: none"> <li>• Candidates must be certain that they will pursue a professional career in the Customs Scanning Service.</li> <li>• Candidates must be able to commit a continued service of not less than two (2) years after completion of the given training.</li> </ul>	<p>Official Letter to the Commissioner, stating the personnel's desire to join the Scanning Service and if selected, commit another two years of Bureau service after completion of training.</p>
3.	<p><u>Upon Selection, Prior to Special/Travel Order Issuance</u></p> <p>Selected Candidates should each sign an agreement committing to serve in Customs scanning assignments for an additional two years after completion of training.</p>	<p>Official Agreement to be supplied by HRM Division, in compliance to this Program.</p>