



REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF FINANCE
 BUREAU OF CUSTOMS
 MANILA
 BOX NO. 443
 ZIP CODE NO. 1099

August 9, 1994

CUSTOMS MEMORANDUM ORDER
 NO. 34-94

To : All Service Chiefs/Division Chiefs
 District Collectors/Port Collectors
 and All Other Concerned

Subject : REVISED CMD 14-91 ON INDIVIDUAL RATING
CRITERIA FOR PROMOTION PURPOSES

Pursuant to the provisions of the established Merit Promotion Plan of the Bureau of Customs, and in order to ensure that the most qualified and competent employee is selected for promotion the following criteria are hereby adopted :

I. PERFORMANCE - 30 points

Average equivalent for the last two (2) rating semesters:

<u>PERFORMANCE RATING</u>	<u>EQUIVALENT RATING</u>
<u>Adjective Rating</u>	<u>Total Score</u>
Outstanding	48 30
Very Satisfactory	45 - 47 28
	42 - 44 26
	39 - 41 24
	36 - 38 22
Satisfactory	33 - 35 20
	30 - 32 18
	27 - 29 16
	24 - 26 14

II. EDUCATION ATTAINMENT - 15 points

Graduate of Doctoral/Masteral Degree	15
LLB -----	15
Graduate of Bachelors Degree	13
(four year Course) -----	13
College undergraduate -----	8
Graduate of Vocational	6
Course/ High School Graduate -----	6

III. Appropriate Board Examination/BAR

<u>Civil Service Eligibility</u> -----	15 points
Customs Broker/BAR/CPA/RA1080-----	15
Career Service, Supervisor	13
First Grade or its equivalent -----	13

emo-34-94

- Second Grade, Sub-professional or
its equivalent ----- 10
- Third Grade or its equivalent ----- 8
- IV. WORK EXPERIENCE - 20 points
- a. Work experience in present position 10
- a.1 For e\first year of experience - 1 point
- a.2 For every year thereafter - 2 points
- b. Work experience to higher position, either by
designation 10
- b.1 Held for a period of less
than six (6) months - 1 point
- b.2 Held for more than six (6)
months but not more than
two (2) years - 2 points
- b.3 Held for more than 2 years - 3 points
- b.4 Held for more than 3 years - 5 points
- b.5 Held for 5 years or more - 6 points
- V. RELEVANT TRAINING AND COMMENDATION - 20 points
- A. Local and Foreign Trainings/Seminars 10
1. Local Trainings/Seminars
- 1.1 With duration of less than
three (3) months ----- 2 points
- 1.2 With duration of more than
three (3) months ----- 4 points
2. Foreign Trainings/Seminars
- 2.1 With duration of less than
Three (3) months ----- 3 points
- 2.2 With duration of more than
three (3) months ----- 5 points
- b. Commendation for Outstanding/Exemplary
Performance/Accomplishment of Work
- b.1 Given by Division/Service Chiefs
or District Collectors ----- 3 points
- b.2 Given by the Commissioner of
Customs ----- 6 points
- VI. BONUS POINTS - 25 points

Additional points shall be added to the total score for the
following:

CMO-34-94

- a. Two (2) points for honor student for every collegiate/graduate course finished but not to exceed 5 points
- b. Commendation given by CSC/DOF/ Office of the President or distinguished award is determined by Board 5 points but not to exceed 10 points.
- c. Five (5) points for the candidate duly recommended by immediate chief and indorsed by the District Collector/Service Chief concerned"
- d. One (1) point for every local conference/convention attended and two (2) points for every foreign conference/convention attended but not to exceed 5 points.

TEMPORARY DISQUALIFICATION FOR PROMOTION

Pursuant to Item IV. 13 of the established Merit Promotion Plan, the mere filing or pendency of an administrative charge or charges against an employee rightfully entitled to promotion shall not constitute as disqualification or a ban to his/her promotion.

However, any employee found guilty of an administrative case and given a penalty suspension, shall be disqualified for consideration to promotion within one year after his penalty. This is necessary for the candidate to be able to comply with the performance rating requirement for the last two (2) semesters.

QUALIFYING EXAMINATIONS

In addition to the above criteria, passing a qualifying examination given by the Bureau shall be required for promotion to the following positions, and such other positions determined by the Promotions Board:

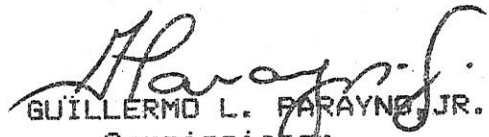
1. Customs Examiner/Appraiser/Assesor
2. Senior Storekeeper/Bonded Warehouseman
3. Bonded Warehouse Supervisor
4. Customs Inspector
5. Intelligence Officer/Special Investigator

UPDATING OF RECORDS

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 shall continually update his/her records incorporated in his 201 file which shall be the basis for information that will be used in this evaluation.

CMD-34-94

This Order ~~superseded~~ CMD 14-91 and shall take
effect AUG 09 1994 and shall last until revoked.


GUILLERMO L. PARAYNS, JR.
Commissioner