



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

OCT 06 1982

CUSTOMS MEMORANDUM ORDER
NO. 110-92

TO : All Collectors of Customs
All Service/Division Chiefs
All others concerned

SUBJECT : Guidelines for Nominating Candidates
to Foreign Trainings or Scholarships

A. OBJECTIVES

1. To lay down objective criteria in the selection of candidates for Foreign Trainings or Scholarships.
2. To afford equal opportunities for qualified employees to attend Foreign Trainings or Scholarships.
3. To ensure that the selection of scholars and trainees shall be done in the most objective and efficient manner subject to existing pertinent government rules and regulations.

B. GUIDELINES

In line with the foregoing objectives, the following guidelines are hereby issued for the information and guidance of all concerned:

1. AGE LIMIT

Employees, who are 55 years of age and above, shall be automatically disqualified for nomination as candidates for scholarship or training.

2. LAST DATE OF ATTENDANCE TO FOREIGN TRAINING/
SCHOLARSHIP

Candidates who have previously availed of foreign trainings and Scholarships within five (5) years immediately preceding the effectivity of this Order are hereby disqualified.

3. FIELD OF STUDY

Candidates must possess a level of expertise, relevant to or related to the subject of the training or scholarship, and should come from the area of responsibility related to the subject.

4. RECOMMENDATION

Candidates must be recommended by the Service Chief/District or Port Collector where they are assigned, or by the Chairman of the Committee or any of its members.

5. PENDENCY OF ADMINISTRATIVE/CRIMINAL CASE

Respondents in any administrative/criminal case shall not be considered for foreign training or scholarship.

6. POINT-SCORE SCHEME

In addition to the above guidelines and to the other requirements that may be included in the Foreign Trainings or Scholarship Offers, the Committee shall set up standards and point score schemes to determine the potentialities for development of candidates.

In determining the best qualified nominee for training and/or scholarship, the following point/ratio shall be used in the Point-Score Scheme:

1. Educational Attainment, C.S. eligibility, seminars, experience, performance, etc.	- 80%
2. Personal Interview	- 20%
Total	----- 100%

7. The PROMOTION BOARD in implementing the guidelines prescribed under this Customs Memorandum Order shall adopt the same procedure in the determination of the best qualified employee for promotion.

C. DEFINITION OF TERMS

FOREIGN TRAINING - refers to any undertaking which aim to provide opportunities for employee's participation in any foreign degree or non-degree courses at all levels including seminars & workshops to be financed by the government or any sponsoring organization.

HIGHLY SPECIALIZED, TECHNICAL OR SCIENTIFIC SEMINARS OR STUDIES - are programs, aimed at capability building and skills development/enhancement at any level or rank of employment, requiring an understanding or use of special tools and techniques in order to cope with the job/work or transfer of technology.

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SCHOLARSHIP - is a grant of money and/or free tuition awarded, the purpose of which is to promote better international understanding of matters of common interest and to establish improved cultural relations.

D. FINAL RECOMMENDATION

The final recommendation shall be made by the Committee for the approval of the Commissioner.

The Human Resources Management Division shall act as the Secretariat of the Committee.

This Order shall take effect immediately and shall last until revoked.


GUILLERMO L. PARAYNO, JR.
Commissioner