



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

February 15, 2001

CUSTOMS MEMORANDUM ORDER

NO. 17-2002

**To : ALL OFFICIALS/EMPLOYEES
THIS BUREAU**

Subject : SYSTEM OF RANKING OF POSITIONS

Pursuant to CSC Memorandum Circular No. 3, s. 2001 and to CMO No. 6-2002, BOC Merit Selection Plan, the herein Bureau's System of Ranking of Positions is hereby published for the information and guidance of all BOC Officials and Employees.

As defined in CMO No. 6-2002, a Next-in-Rank position refers to a position which, by reason of hierarchical arrangement of positions in the Bureau, is in the nearest degree of relationship to a higher position as contained in the Bureau's System of Ranking approach by the Commissioner and furnished the Civil Service Commission. The system of ranking takes into account the organizational structure, the classification and/or functional relationship, the pay or range allocation and the geographical location.

This System of Ranking of Positions shall be used in the evaluation of candidates for promotion purposes as per CMO No. 16-2002.

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


ATTY. TITUS B. VILLANUEVA
Commissioner

SYSTEM OF RANKING

FIRST LEVEL:

POSITION TITLE	SG	LOCATION	Positions Next-in-rank	LOCATION
Accounting Clerk I	4	NAIA	Open	-
Accounting Machine Operator II	6	OCOM	Open	-
Administrative Assistant	8	OCOM	Open	-
Air-Conditioning Technician II	8	OCOM	Open	-
Asst. Customs Opns. Officer	9	BUREAU-WIDE	Open	-
<i>(Entrance and Clearance Officer I)</i>		CUST. DIST.		
<i>(Trade Control Examiner I)</i>		BUREAU-WIDE		
<i>(Document Processor)</i>		BUREAU-WIDE		
<i>(Bonds Examiner)</i>		CUST. DIST.		
<i>(Bonds Custodian)</i>		CUST. DIST.		
<i>(Sr. Bonds Examiner)</i>		CUST. DIST.		
<i>(Wharfinger I)</i>		CUST. DIST.		

Bookkeeper	8	OCOM	Open	-
Carpenter I	3	OCOM	Open	-
Clerk II	4	BUREAU-WIDE	Open	-
Clerk III	6	BUREAU-WIDE	Clerk II, SG-4	BUREAU-WIDE
Clerk IV	8	OCOM	Clerk III, SG-6	BUREAU-WIDE
Communications Equipment Operator II	6	OCOM	Open	-
Communications Equipment Operator V	13	OCOM	Open	-
Computer Operator II	9	OCOM	Open	-
Computer Operator III	12	OCOM	Computer Operator II, SG-9	OCOM
Computer Operator IV	14	OCOM	Computer Operator III, SG-12	OCOM
Driver	3	BUREAU-WIDE	Open	-
Electrician I	4	OCOM	Open	-
Electronics & Comm. Equipt. Tech. I	6	OCOM	Open	-
Electronics & Comm. Equipt. Tech. II	8	OCOM	Elec. & Comm. Equipt. Tech. I, SG-6	OCOM
Fingerprint Examiner I	7	OCOM	Open	-

Gatekeeper i	3	CUST. DIST.	Open	-
Laboratory Aide II	4	OCOM	Open	-
Laboratory Technician I	6	OCOM	Open	-
Launch Patron	7	OCOM	Open	-
Marine Engineman I	4	OCOM	Open	-
Mechanic I	4	OCOM	Open	-
Mechanic II	6	OCOM	Mechanic I, SG-4	OCOM
Mechanical General Shop Foreman	13	OCOM	Mechanical Shop Foreman, SG-11	OCOM
Mechanical Shop Foreman	11	OCOM	Open	-
Medical Equipment Technician I	6	OCOM	Open	-
Messenger	2	BUREAU-WIDE	Open	-
Painter I	3	OCOM	Open	-
Photographer I	5	OCOM	Open	-
Photographer II	7	OCOM	Photographer I, SG-5	OCOM
Plumber I	3	OCOM	Open	-

Reproduction Machine Operator II	4	OCOM	Open	-
Secretary II	9	OCOM	Open	-
Security Guard II	5	BUREAU-WIDE	Open	-
Special Agent I	8	OCOM	Open	-
Special Agent II	10	OCOM	Special Agent I, SG-8	OCOM
Stenographer I	4	BUREAU-WIDE	Open	-
Stenographer II	6	BUREAU-WIDE	Stenographer I, SG-4	BUREAU-WIDE
Stenographic Reporter II	8	OCOM	Stenographer II, SG-6	BUREAU-WIDE
Storekeeper III	9	CUST. DIST.	Open	-
Utility Worker I	1	BUREAU-WIDE	Open	-
Warehouseman III	11	CUST. DIST.	Storekeeper III, SG-9	CUST. DIST.
Warehouseman IV	13	CUST. DIST.	Warehouseman III, SG-11	CUST. DIST.
Welder I	4	OCOM	Open	-

SECOND LEVEL:

Position Title	SG	LOCATION	Position Next-in-rank	LOCATION
Accountant I	11	BUREAU-WIDE	Open	-
Accountant II	15	OCOM/ POM MICP/ NAIA	Accountant I, SG-11	BUREAU-WIDE
Accountant III	18	OCOM	Accountant II, SG-15	OCOM/ POM MICP/ NAIA
Accountant IV	22	OCOM	Accountant III, SG-18	OCOM
Administrative Officer I	11	BUREAU-WIDE	Open	-
Administrative Officer II	15	BUREAU-WIDE	Admin. Officer I, SG-11 HRMO 1, SG-11	BUREAU-WIDE
Administrative Officer III	18	OCOM/ POM	Admin. Officer II, SG-15 HRMO II, SG-15	BUREAU-WIDE
Administrative Officer IV	22	OCOM	Administrative Officer III, SG-18 HRMO III, SG-18	OCOM/ POM
Administrative Officer V	24	OCOM	Administrative Officer IV, SG-22 HRMO IV, SG-22	OCOM/ POM
Attorney II	18	OCOM	Open	-

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Attorney III	21	OCOM	Attorney II, SG-18	OCOM
Attorney IV	23	OCOM	Attorney III, SG-21	OCOM
Attorney V	25	OCOM	Attorney IV, SG-23	OCOM
Budget Officer I	11	BUREAU-WIDE	Open	-
Budget Officer II	15	BUREAU-WIDE	Budget Officer I, SG-11	BUREAU-WIDE
Budget Officer III	18	OCOM	Budget Officer II, SG-15	BUREAU-WIDE
Budget Officer IV	22	OCOM	Budget Officer III, SG-18	OCOM
Budget Officer V	24	OCOM	Budget Officer IV, SG-22	OCOM
Cashier I	10	CUST. DIST.	Open	-
Cashier II	14	CUST. DIST.	Cashier I, SG-10	CUST. DIST.
Cashier III	18	POM	Cashier II, SG-14	CUST. DIST.
Chemist I	11	OCOM	Open	-
Chemist II	15	OCOM	Chemist I, SG-11	OCOM
Chemist III	18	OCOM	Chemist II, SG-15	OCOM
Chief Accountant	24	OCOM	Accountant IV, SG-22	OCOM

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Chief Customs Operations Officer	24	BUREAU-WIDE	All positions in the Bureau w/ at least a salary grade of 20	BUREAU-WIDE
Chief Tax Specialist	24	OCOM	Supvng. Tax Specialist, SG-22	OCOM
Collector of Customs I	21	SUPPORT	All positions in the Bureau w/ at least a salary grade of 16	BUREAU-WIDE
Collector of Customs II	22	SUPPORT	All positions in the Bureau w/ at least a salary grade of 16	BUREAU-WIDE
Collector of Customs III	23	SUPPORT	All positions in the Bureau w/ at least a salary grade of 20	BUREAU-WIDE
Collector of Customs IV	24	PRIN. PORT	All positions in the Bureau w/ at least a salary grade of 20	BUREAU-WIDE
Computer File Librarian III	12	OCOM	Open	-
Computer Maintenance Tech. II	15	OCOM	Open	-
Computer Maintenance Tech. III	17	OCOM	Comp. Maintenance Tech. II, SG-15	OCOM
Computer Programmer III	18	OCOM	Open	-
Credit Officer I	9	DISTRICT-WIDE	Open	-
Customs Operations Officer I	11	CUST. DIST.	Open	-

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Customs Operations Officer II (Wharfinger III)	13	CUST. DIST.	Customs Operations Officer I, SG-11 (Wharfinger I)	CUST. DIST.
(Sr. Trade Control Examiner)		BUREAU-WIDE	(Trade Control Examiner II, Document Examiner)	BUREAU-WIDE
(Supvg. Cust. Doc. Processor)		BUREAU-WIDE	(Supvg. Bonds Examiner, Sr. Bonds Custodian, Document Examiner)	BUREAU-WIDE
(Senior Document Examiner)		BUREAU-WIDE	(Document Examiner)	BUREAU-WIDE
(Supvg. Cust. Bonds Examiner II)		BUREAU-WIDE	(Supvg. Cust. Bonds Examiner I)	BUREAU-WIDE
(Sr. Customs Inspector)		CUST. DIST.	(Customs Inspector)	CUST. DIST.
(Port Operations Analyst II)		OCOM	(Port Operations Analyst I, Management and Audit Analyst I)	OCOM
Customs Operations Officer III	16	CUST. DIST.		BUREAU-WIDE
(Customs Examiner/Appraiser)		BUREAU-WIDE	All second level positions in the Bureau with at least a salary grade of 11	BUREAU-WIDE
(Supvg. Trade Control Examiner)		BUREAU-WIDE	(Sr. Trade Control Examiner, Supvg. Cust. Document Processor)	BUREAU-WIDE
(Supvg. Customs Inspector)		BUREAU-WIDE	Customs Operations Officer II, SG-13 (Senior Customs Inspector)	BUREAU-WIDE

Customs Operations Officer IV	18	BUREAU-WIDE	All second level positions in the Bureau with at least a salary grade of 13	BUREAU-WIDE
(Valuation Classification Officer)		CUST. DIST	(All second level positions in the Bureau with at least a salary grade of 13)	BUREAU-WIDE
(Supvg. Customs Assessor)		BUREAU-WIDE	(Customs Assesor, Supvg. Document Examiner, Customs Examiner)	BUREAU-WIDE
(Supvg. Customs Appraiser/Examiner)		BUREAU-WIDE	(Customs Operations Officer III)	BUREAU-WIDE
Customs Operations Officer V	20	BUREAU-WIDE	Customs Operations Officer III, SG-16 Customs Operations Officer IV, SG-18	BUREAU-WIDE
(Principal Valuation Classification Officer)		BUREAU-WIDE	(Customs Operations Officer III, SG-16 Customs Operations Officer IV, SG-18)	BUREAU-WIDE
(Principal Customs Appraiser, Principal Customs Examiner)		BUREAU-WIDE	(Customs Operations Officer III, SG-16 Customs Operations Officer IV, SG-18)	BUREAU-WIDE
Dentist II	16	OCOM	Open	
Dentist III	19	OCOM	Dentist II, SG-16	OCOM
Disbursing Officer II	8	BUREAU-WIDE	Open	-
Executive Assistant I	14	OCOM	Open	-

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Executive Assistant II	17	OCOM	Executive Asst. I, SG-14	OCOM
			Management and Audit Analyst II, SG-15	
Executive Assistant III	20	OCOM	Executive Asst. II, SG-17	OCOM
			Management and Audit Analyst II, SG-15	
Human Resource Management Officer I	11	BUREAU-WIDE	Open	-
Human Resource Management Officer II	15	OCOM	HRMO I, SG-11	BUREAU-WIDE
			Admin. Officer I, SG-11	
Human Resource Management Officer III	18	OCOM	HRMO II, SG-15	BUREAU-WIDE
			Admin. Officer II, SG-15	
Human Resource Management Officer IV	22	OCOM	HRMO III, SG-18	OCOM
			Admin. Officer III, SG-18	
Human Resource Management Officer V	24	OCOM	HRMO IV, SG-22	OCOM
			Admin. Officer IV, SG-22	
Information Officer I	11	OCOM	Open	-
Information Officer II	15	OCOM	Information Officer I, SG-11	OCOM
Information Officer III	18	OCOM	Information Officer II, SG-15	OCOM/ NAIA
			Public Relations Officer II, SG-15	
Information Officer IV	22	OCOM	Information Officer III, SG-18	OCOM

Information Officer V	24	OCOM	Information Officer IV, SG-22	OCOM
Information Technology Officer I	19	OCOM	Open	-
Information Technology Officer II	22	OCOM	Information Tech. Officer I, SG-19	OCOM
Information Technology Officer III	24	OCOM	Information Tech. Officer II, SG-22	OCOM
Intelligence Officer I	11	OCOM	Open	-
Intelligence Officer II	15	OCOM	Intelligence Officer I, SG-11	OCOM
Intelligence Officer III	18	OCOM	Intelligence Officer II, SG-15	OCOM
Intelligence Officer IV	22	OCOM	Intelligence Officer III, SG-18	OCOM
Intelligence Officer V	24	OCOM	Intelligence Officer IV, SG-22	OCOM
Legal Officer I	14	BUREAU-WIDE	Open	-
Legal Officer II	17	BUREAU-WIDE	Legal Officer I, SG-14	BUREAU-WIDE
Legal Officer III	20	BUREAU-WIDE	Legal Officer II, SG-17	BUREAU-WIDE
Legal Officer IV	22	BUREAU-WIDE	Legal Officer III, SG-20	BUREAU-WIDE
Legal Officer V	24	BUREAU-WIDE	Legal Officer IV, SG-22	BUREAU-WIDE
Management Audit Analyst I	11	OCOM	Open	-

Management Audit Analyst II	15	OCOM	MAA I, SG-11	OCOM
Management Audit Analyst III	18	OCOM	MAA II, SG-15	OCOM
Management Audit Analyst IV	22	OCOM	MAA III, SG-18	OCOM
Management Audit Analyst V	24	OCOM	MAA IV, SG-22	OCOM
Medical Officer IV	20	OCOM	Open	
Medical Officer V	22	OCOM	Medical Officer IV, SG-20	OCOM
Medical Officer VI	24	OCOM	Medical Officer V, SG-22	OCOM
Nurse I	10	OCOM	Open	-
Nurse II	14	OCOM	Nurse I, SG-10	OCOM
Public Relations Officer II	15	OCOM/ NAIA	Information Officer I, SG-11	OCOM
Records Officer I	10	BUREAU-WIDE	Open	-
Records Officer III	18	OCOM	Records Officer I, SG-10	BUREAU-WIDE
Records Officer IV	22	OCOM	Records Officer III, SG-18	OCOM
Records Officer V	24	OCOM	Records Officer IV, SG-22	OCOM
Senior Tax Specialist/Tax Specialist III	18	OCOM	Tax Specialist II, SG-15	OCOM

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Special Investigator I	11	OCOM	Open	-
Special Investigator II	15	OCOM	Spl. Investigator I, SG-11	OCOM
Special Investigator III	18	OCOM	Special Investigator II, SG-15	OCOM
Special Police Area Supervisor	19	OCOM	Spl. Police Major, SG-15	OCOM
Special Police Captain	13	OCOM	Spl. Pol. Lt., SG-11	OCOM
Special Police Chief	24	OCOM	Spl. Police Asst. Chief, SG-22	OCOM
Special Police Lieutenant	11	OCOM	Special Agent II, SG-10	OCOM
Special Police Major	15	OCOM	Special Police Captain, SG-13	OCOM
Statistician I	11	OCOM	Open	-
Statistician II	15	OCOM	Statistician I, SG-11	OCOM
Statistician IV	22	OCOM	Statistician II, SG-15	OCOM
Statistician V	24	OCOM	Statistician IV, SG-22	OCOM
Supervising Customs Operations Officer	22	BUREAU-WIDE	All position in the Bureau w/ at least a salary grade of 16	BUREAU-WIDE
Supervising Tax Specialist	22	OCOM	Senior Tax Specialist, SG-18	OCOM

Supply Officer I	10	BUREAU-WIDE	Open	-
Tax Specialist II	15	OCOM	Open	-

THIRD LEVEL:

Position Title	SG	LOCATION	Position Next-in-rank	LOCATION
Collector of Customs V	25	PRIN. PORT	Collector of Customs IV, SG-24 Chief Customs Operations Officer, SG-24	BUREAU-WIDE
Collector of Customs VI	26	PRIN. PORT	Collector of Customs V, SG-25	PRIN. PORT
Director III	27	OCOM	Chief Customs Operations Officer Collector of Customs V Collector of Customs VI	BUREAU-WIDE
Commissioner	30	OCOM	-	-
Deputy Commissioner	28	OCOM	DIRECTOR III Collector of Customs VI	BUREAU-WIDE