

2019-11-014



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
1099 Manila

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MASTER COPY

MEMORANDUM

TO : ALL BOC OFFICIALS AND EMPLOYEES

FROM : *[Handwritten Signature]*
DONATO B. SAN JUAN
Deputy Commissioner
Internal Administration Group

SUBJECT : **Call for Intent to Apply as Nominees for the Philippine Tax Academy-BOC Board of Trustees Representatives and Chancellors**

DATE : **November 08, 2019**

1. The Philippine Tax Academy (PTA) was established and created under Republic Act No. 10143 and mandated to train, mold, enhance, and to develop capabilities of tax collectors and administrators to help improve their tax collection efficiency to become competent and effective public servants.
2. In relation to this, the Department of Finance, through Undersecretary Gil S. Beltran, is requesting for the Bureau of Customs (BOC) to nominate employees/officials for appointment to the following positions under the PTA, who shall serve for a period of three (3) years or until their successor have been appointed and without prejudice to subsequent reappointment:

POSITION	SALARY GRADE	APPOINTING AUTHORITY
Chancellor II	29	Secretary of Finance
Chancellor I	28	Secretary of Finance

3. In this regard, all BOC personnel who are interested to apply to be nominated for the said positions shall submit to the HRMD the following documents on or before November 19, 2019:
 - a. Letter of intent addressed to Undersecretary Gil S. Beltran, DOF;
 - b. Updated Personal Data Sheet and Work Experience Sheet (CS Form No. 212);
 - c. Curriculum Vitae stating the list of major accomplishments; and
 - d. Photocopy of license/s or eligibility/ies (if any)
4. Please note, however, that the appointment to be issued by the Secretary of Finance shall supersede the current appointments of the successful nominees in the BOC, i.e., service with the BOC shall be terminated.

5. The nominees for Chancellor II must be a Filipino Citizen and must have the following qualifications:
 - a. Meritorious service in the DOF, the BIR, the BOC, or the BLGF for a minimum of five (5) years and is/was a holder of at least a Director II or its equivalent position; or
 - b. Exemplary service as a teacher/fellow/professor of taxation, customs, economics, public finance, business, public administration or similar/related fields in CHED's accredited center of excellence from those fields for at least five (5) years or a holder of at least a master's degree in said fields; or
 - c. Experience in tax or customs practice for at least five (5) years; or
 - d. Any combination of the preceding provided that the total years of experience would add up to five (5) years.

6. On the other hand, the Chancellor I nominees must be a Filipino citizen and must have:
 - a. Meritorious service in the DOF, the BIR, the BOC, or the BLGF for a minimum of three (3) years and is/was a holder of at least a Director II or its equivalent position; or
 - b. Exemplary service as a teacher/fellow/professor of taxation, customs, economics, public finance, business, public administration or similar/related fields in CHED's accredited center of excellence from those fields for at least three (3) years or a holder of at least a master's degree in said fields; or
 - c. Experience in tax or customs practice for at least three (3) years; or
 - d. Any combination of the preceding provided that the total years of experience would add up to three (3) years.

7. For information and compliance.