

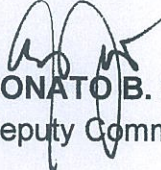


## MEMORANDUM

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**FOR** : **ALL CONCERNED**

**FROM** :   
**DONATO B. SAN JUAN**  
Deputy Commissioner, Internal Administration Group

**SUBJECT** : **BOC GUIDELINES ON THE CONDUCT OF  
COMPETENCY-BASED EXAMINATION  
FOR HIRING AND PROMOTION**

**DATE** : **March 08, 2022**

1. In line with the BOC's efforts to institutionalize competency-based human resource management in the four core systems, which include recruitment, selection, and placement, this Bureau shall implement these guidelines on the conduct of competency-based examination for qualified applicants for hiring and promotion.
2. Publication of Notice of Competency-Based Examination
  - 2.1 The Human Resource Management Division (HRMD) shall conduct the competency-based examination to further test the fitness of qualified applicants to perform the duties and responsibilities of specific positions. It may consist of any or combination of the following: a.) written test, or b.) physical fitness test.
  - 2.2 The Notice of Competency-Based Examination for Applicants to Vacant Positions shall be published with the following information after forty-five (45) days from the deadline of submission of application:
    - a. List of examinees
    - b. Instructions for examinees
    - c. Schedule and venue
    - d. List of documentary requirements
3. Conduct of Competency-Based Examination
  - 3.1 Examinees are advised to arrive thirty (30) minutes before the examination is due to start.





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- 3.2 Examinees shall present the documentary requirements to the designated proctor before they can take the examination.
  - 3.3 Examinees shall observe the protocols which the designated proctor will announce before the examination commences.
4. Notice of Competency-Based Examination Results
- 4.1 The Notice of Competency-Based Examination for Applicants to Vacant Positions Results, which includes the list of passers, shall be published at the BOC website within seven (7) days after the conduct of the examination.
  - 4.2 The rating obtained in the competency-based examination shall remain valid for two (2) years after the result has been announced.

**Example:**

*Applicant who applied for the position of Customs Operations Officer I (COO I) in 2020 who passed the examination but was not selected for appointment:*

Hiring and Promotion Process	Date
Publication of Vacant Position for COO III	June 19, 2020
Conduct of Competency-Based Examination	August 19, 2020
Notice of Competency-Based Examination Results for Applicants to COO III	August 26, 2020 (7 days after the examination)

*May still use the rating obtained from previous publication given that the new publication (July 15, 2022) is within two (2) years from the date of announcement of examination results.*

Hiring and Promotion Process	Date
Publication of Vacant Position for COO III	July 15, 2022
Conduct of Competency-Based Examination	September 10, 2022

- 5. For information and guidance.