

2019_09-014



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


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BOC-03-02889

MEMORANDUM

FOR : ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS
ALL ADMINISTRATIVE OFFICERS
CONTRACT OF SERVICE PERSONNEL

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

SUBJECT : RENEWAL OF CONTRACTS OF PERSONNEL FOR THE
PERIOD OCTOBER 1, 2019 TO DECEMBER 31, 2019

DATE : September 18, 2019

REFERENCES:

- 1.0 Civil Service Commission (CSC), Commission on Audit (COA), Department of Budget and Management (DBM) Joint Circular No.1,s.2018 with the subject Amendment to the CSC-COA-DBM Joint Circular No. 1,s.2017; and (*Annex A*)
- 2.0 CMO No.03-2019 with the subject Revised Guidelines on Retention/ Renewal Job Order and/or Contract of Service (COS) Personnel in the Bureau of Customs- Central Office and Collection Districts. (*Annex B*)

DISCUSSIONS:

- 1.0 Pursuant to the abovesited references , please be informed that renewal of Contracts for the period October 1, 2019 to December 31, 2019 may now be processed, with the following conditions:
 - 1.1 Only the COS personnel with existing Contracts as of even date shall be entitled for renewal for the abovementioned contract period. The Administrative Units of all Groups/Ports shall prepare the corresponding list of authorized COS personnel using the attached format (*Annex C*);
 - 1.2 The position title and amount of salary to be indicated in the Contracts must be the same as that of the position title and salary authorized for the previous contract period (April-September 2019). Change of position title and salary shall not be allowed unless approved by the Deputy Commissioner, IAG, and Budget Division, subject to availability of funds;

1.3 The provision on the premium equivalent 5% of the monthly salary of the COS personnel shall be indicated in the Contract. Further, the release of said premium shall be on a semestral basis;

1.4 The functions of the COS personnel to be indicated in the contract must be specific and time-bound (see example below):

For HRMD COS personnel

- a. Assistance in the processing of the filling-up of 1,000 vacancies in BOC;
- b. Sorting and filing of leave forms (Bureau-wide) from 2010-2019;

1.5 Six original copies of Contracts per COS personnel shall be prepared by the respective Administrative Units.

2.0 Further, the following documentary requirements shall be attached to the Contracts of each COS personnel (*Annex D*):

2.1 Duly notarized and properly accomplished Personal Data Sheet (PDS);

2.2 Certification stating that services cannot be rendered by an organic personnel;

2.3 Certificate of Assumption, Specifying the date of assumption;

2.4 Performance Certificate; and

2.5 Performance Evaluation.

3.0 In terms of replacement of personnel whose Contracts were pre-terminated, requests may be forwarded to the Office of the Deputy Commissioner, IAG, for evaluation and consideration.

4.0 Relative thereto, please submit the abovesited documents to the HRMD on or before 27 September 2019, for further processing.

5.0 Please be guided accordingly.



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PERFORMANCE CERTIFICATE

This is to certify that (name of Contract of service) reporting under (office), has **outstandingly/satisfactorily/unsatisfactorily** performed his/her duty as (a/an position).

[In addition, Mr./Ms. Last Name has aided this office in accomplishing its mandates and targets by specify significant contribution/s of the COS during his contract period. ¹]

This certification is issued to form part of his/her performance evaluation.

Immediate Supervisor
Signature over printed name

Head of Office
Signature over printed name

1. Accomplish paragraph two (2) only if the person under contract of service has done an extraordinary contribution to the bureau either i.e. helped in identifying – incidentally – undervalued goods, etc. or aided in major projects/accomplishment of the Bureau.



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NAME: _____ IMMEDIATE SUPERVISOR : _____

PLACE OF ASSIGNMENT : _____ POSITION: _____

PERFORMANCE EVALUATION

OUTSTANDING	<i>Outstanding</i>	130% and above	5
SATISFACTORY	<i>Very Satisfactory</i>	115% - 129%	4
	<i>Satisfactory</i>	90% - 114%	3
UNSATISFACTORY	<i>Needs Improvement</i>	51%-89%	2
	<i>Needs development</i>	50% and below	1

Responsibility Area	Success Indicator	Actual Accomplishment	Rating
<i>i.e. Produce Data Base of import entries</i>	<i>Produced one (1) accurate consolidated matrix/data base of import entries monthly</i>	<i>A total of (6) Data Base of import entries created for the period of July - December</i>	3

Name of Ratee
Signature over printed name

Immediate Supervisor
Signature over printed name

Head of Office
Signature over printed name



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CERTIFICATE OF ASSUMPTION

This is to certify that **Mr./Ms.** _____ has assumed his/her duties and responsibilities as **POSITION** _____ at the OFFICE/PORT/DIVISION on Month/Day/Year in compliance with the approved Contract of Service with the Bureau.

FULL NAME OF HEAD/DIVISION CHIEF/PORT COLLECTOR
POSITION OF HEAD/DIVISION CHIEF/PORT COLLECTOR
NAME OF DIVISION/OFFICE/PORT

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CERTIFICATION

This is to certify that **Mr./Ms.** _____, Contract of Service personnel assigned at the **OFFICE/DIVISION/PORT** shall render services that cannot be provided by a regular or permanent employee at the Bureau and does not perform functions which are part of the job description of the Bureau's existing regular employee.

Issued this day/month/year.

FULL NAME OF HEAD/DIVISION CHIEF/PORT COLLECTOR
POSITION OF HEAD/DIVISION CHIEF/PORT COLLECTOR
NAME OF DIVISION/OFFICE/PORT

NAME	POSITION	MONTHLY SALARY	ACTUAL ASSIGNMENT/DESIGNATION OF COS PERSONNEL