



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

MEMORANDUM

FOR : The Deputy Commissioners, Service Directors, District Collectors, Administrative Officers, Personnel Selection Board (PSB) Members and All Others Concerned

FROM : Central Personnel Selection Board (CPSB)

DATE : 18 April 2016

SUBJECT : Instructions to Group/Local PSBs

- 1.0. In line with the Internal Administration Group Memorandum No. 2016-02-004 February 01, 2016 re Reconstitution of Group/Local PSBs, the applications for promotion of BOC personnel, received and initially screened by the Human Resource Management Division (HRMD), shall be transmitted to various Groups and Collection Districts on 25 April 2016.
- 2.0. Pursuant to CMO No. 15-2014-C dated September 11, 2015, some of the functions of the Group/Local PSBs are reiterated, as follows:
- "5.3. Administer competency-based examination to applicants of positions belonging to the Group and Collection District Concerned which shall consist of any of the following: a) written test, b) interview, or c) physical fitness test.*
 - 5.5.4. Formulate their respective competency-based examinations which shall be approved by the Central PSB.*
 - 5.5.5. Submit the results of the competency-based examination to the Central PSB, through the HRMD, for consolidation."*
- 3.0. In view of the aforementioned items, please refer to the following supplemental instructions relative to the promotion process:

| Process | | Responsible Entity: Group/Local PSB |
|-----------------------------------|---------|---|
| Receipt of Applications from HRMD | | Receive the electronic (MS Excel format) and printed file copies of the database of qualified applicants to vacant positions in the ports and sub-ports, or groups, containing all necessary forms to be accomplished by the G/L PSBs. |
| Administration of Examinations | Written | <ul style="list-style-type: none"> • Refer to the schedule and venue of examinations attached as Annex-I. • The examination venues of the following ports including its sub-ports shall be coordinated with their respective Administration Offices: <ol style="list-style-type: none"> 1. Port of Davao 2. Port of Cebu 3. Port of Cagayan de Oro 4. Port of Iloilo 5. Port of Zamboanga |

| | | |
|-------------------------------------|-----------------------------|---|
| | | <p>6. Port of Tacloban</p> <ul style="list-style-type: none"> Administer the conduct of written examination with the assistance of an HRMD representative. |
| | Interview | <ul style="list-style-type: none"> The schedule of the interviews shall be on the days prior to and after the conduct of the written examination. Conduct interview to qualified applicants to positions with Salary Grades (SG) 8 – 23 except qualified applicants to positions with SG 24 and higher, and all Collector positions who shall be interviewed by the CPSB. The Commissioner may exercise his discretion to conduct additional interview for said applicants. Interviewees for said positions shall be notified accordingly. Refer to the prepared Interview Pointers (Annex-II) relative to the conduct of interview. All members of the G/L PSBs who conducted the interview shall individually sign the Interviewer’s Score Sheet (Form C), attached as Annex-III. Summarize and encode the average of all the scores reflected in the interviewer’s score sheets in the Interview Tally Sheet (Form D), attached as Annex-IV. |
| | Physical Fitness Test (PFT) | <ul style="list-style-type: none"> Conduct the PFT to applicants in the Enforcement and Intelligence Groups. Accomplish the Physical Fitness Test Score Sheet (Annex-V) to indicate the scores of the EG and IG applicants. |
| Transmittal of Examinations Results | | <ul style="list-style-type: none"> Transmit the electronic (MS Excel) and printed file copies of the following duly accomplished forms to the Central PSB, through the HRMD, for consolidation, documentation, and finalization of scores: <ul style="list-style-type: none"> Interviewer’s Score Sheet (Form C) Interview Tally Sheet (Form D) Physical Fitness Test Score Sheet (Form E) |

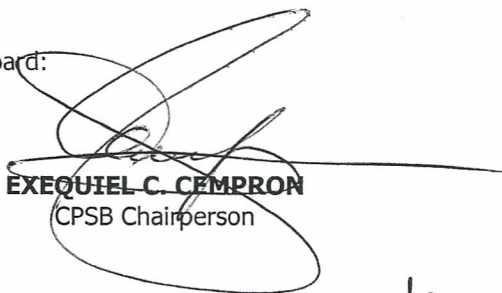
4.0. Additional instructions:

- 4.1. Only the applications received by the LPSBs and HRMD during the prescribed period of submission set by the CPSB, as officially transmitted by the HRMD, shall be evaluated.
- 4.2. Among the Groups, only the applications from the Enforcement Group and the Intelligence Group shall be transmitted to their respective Administration Offices for the conduct of examinations. The processing of applications from the remaining groups (i.e., AOCG, IAG, MISTG, RCMG) shall be handled by the CPSB.
- 4.3. The HRMD has conducted the preliminary screening of the qualifications vis-à-vis position being applied for by the applicant.
- 4.4. The competency-based examination and interview shall only be given to applicants who passed the preliminary screening as determined by the minimum qualification

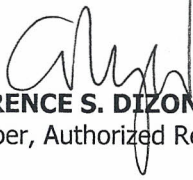
requirements (Education, Experience, Training, Eligibility) relative to the position being applied for. The G/L/PSB shall notify the qualified applicants for the schedule of these tests.

- 4.5. HRMD representatives shall be authorized to bring the examination questionnaires and collect the answer sheets to/from a particular group or Collection District. Further, they shall assist in the conduct of examinations.
- 4.6. The correction and checking of examination questionnaires shall be done by the CPSB.
- 4.7. All applicants shall submit an original copy of **Ombudsman Clearance** or proof of application for Ombudsman Clearance to the HRMD representatives on or before May 14, 2016.
- 4.8. The original copy of the reconstituted Group and Local PSBs shall be submitted to the CPSB, for submission to the Civil Service Commission (CSC).
 - 4.8.1. A member of the Group/Local PSB who is an applicant for promotion shall inhibit himself/herself from participating in the deliberation of his/her application.
- 5.0. For guidance and compliance.

The Central Personnel Selection Board:



EXEQUIEL C. CEMPRON
CPSB Chairperson



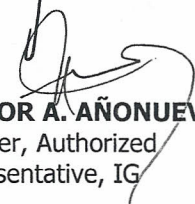
CLARENCE S. DIZON
Member, Authorized Representative, RCMG



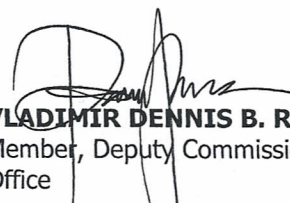
TEDDY SANDY S. RAVAL
Member, Authorized Representative, EG



JUVY C. DANOFRATA
Member, Deputy Commissioner, AOCG



NESTOR A. AÑONUEVO
Member, Authorized Representative, IG



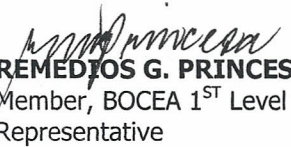
VLADIMIR DENNIS B. REYES
Member, Deputy Commissioner, MISTG Office



LESLIE F. JASPE
Member, Authorized Representative, Admin. Office



ROMMEL M. FRANCISCO
Member, BOCEA 2ND Level Representative



REMEDIOS G. PRINCESA
Member, BOCEA 1ST Level Representative



MARICHELE D. DE VERA
Member, Authorized Representative, OCOM



GLORIA Y. DIAZ
Head, CPSB Secretariat

**BUREAU OF CUSTOMS**

MANILA 1099

ANNEX-I**Schedule of Competency-based Examinations**

| Date | Activity | Particulars (Group/Port Concerned, Time, Venue) | |
|--|--|--|---|
| MAY 14, 2016 (SATURDAY) | Written Examination | Luzon | Pamantasan ng Lungsod ng Maynila (PLM) AM Schedule: OCOM Groups (except IG and EG), POM, MICP, and NAIA (NCR Ports) PM Schedule: ALL other Luzon ports |
| | | Visayas | 1. Iloilo (Port of Iloilo, Sub-port of Pulupandan, Sub-port of KIA) |
| | | | 2. Cebu (Port of Cebu, Sub-port of Dumaguete, Sub-port of Mactan, Port of Tacloban, Sub-port of Catbalogan, Sub-port of Isabel) |
| | | Mindanao | 1. Davao (Port of Davao, Sub-port of Dadiangas, Sub-port of Parang) |
| | | | 2. Cagayan de Oro (Port of CDO, Sub-port of Iligan, Sub-port of Ozamis, Port of Surigao) |
| 3. Zamboanga (Port of Zamboanga. ZIA, Sub-port of Tawi-tawi, Sub-port of Jolo) | | | |
| EG and IG | President's and Commissioner's Room, POM Building AM Schedule: IG PM Schedule: EG | | |
| | Physical Fitness Examination | EG and IG | Schedule and venue to be announced by EG and IG. |
| | Interview | All groups/ports | The schedule of the interviews shall be on the days prior to and after the conduct of the written examination. |

Note: All travelling and accommodation expenses incurred relative to the conduct of the competency-based examinations shall be shouldered by the examinees.