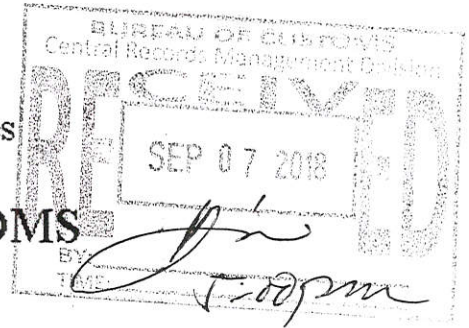


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Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
1099 Manila



**MEMORANDUM**

**TO :** ALL APPLICANTS TO COC I & II, AND TO OTHER POSITIONS TO SG 23-25

**FROM :** *G. Rosales*  
**GLADYS F. ROSALES, MPA, CESE**  
Chief of Staff, Office of the Commissioner  
Deputy Commissioner, IAGA  
*etc*

**SUBJECT :** **FINAL SUBMISSION OF PERSONAL DATA SHEET OF APPLICANTS TO COLLECTOR I & II OF CUSTOMS AND OTHER POSITIONS WITHIN SALARY GRADE 23 – 25**

**DATE :** September 06, 2018

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- 1.0 In line with the hiring and promotion process, the Human Resource Merit, Promotion, and Selection Board (HRMPSB) is now at the final leg of evaluation and scoring.
  - 2.0 To ensure that all merits/qualification of applicants are properly evaluated, the HRMPSB is hereby directing all applicants to Collector of Customs I & II, and to other positions within Salary Grade 23- 25 to submit an updated and properly filled – up Personal Data Sheet (PDS) and Work Experience Sheet (WSE), both hard and soft copy. Please take note that the PDS must be duly notarized.
  - 3.0 In addition, submission of latest IPCR/OPCR, covering the period of January to June 2018, is also required.
  - 4.0 Submission of the above mentioned documents may be hand carried or e-mailed to Human Resource Management Division at [hcmd@customs.gov.ph](mailto:hcmd@customs.gov.ph) **not later than September 10, 2018, (Monday).**
  - 5.0 Please take note that with or without submission of the above – mentioned documents, the deliberation for the position you are applying for shall push through on September 12, 2018 (Wednesday).
  - 6.0 Failure to submit on the given date, shall mean that evaluation of your qualifications shall be based on the last submitted PDS.
  - 7.0 For strict and immediate compliance.