

2018-09-020



Republic of the Philippines
BUREAU OF CUSTOMS
1099 Manila

OFFICE OF THE DIRECTOR
LEGAL SERVICE
RECEIVED
BY: *Asmyn*
DATE: 20 SEP 2018
TIME: 5:02

MEMORANDUM

TO : ALL DEPUTY COMMISSIONER
ALL DISTRICT COLLECTORS
ALL DIVISION CHIEFS
ALL OTHER CONCERNED OFFICERS

FROM : *[Signature]*
ISIDRO S. LAPENA, PhD, CSEE
Commissioner SEP 18 2018



SUBJECT : NO REPLACEMENT/ NO HIRING OF BOC
CONTRACT OF SERVICE

DATE : September 18, 2018

1. The Deputy Commissioner for Internal Administration Group is directed to stop Hiring of Additional/Replacement of Contract of Service in compliance to CSC-COA-DBM Joint Circular No.1s. 2017-Rules and Regulations Governing Contract of Service and Job Order Workers in the Government.
2. Overall, we have **1130 COS Personnel** from January to June 30, 2018 which has been reduced to **1081 COS Personnel** from the period July 2, 2018 to December 31, 2018 as we are also limiting our Budgetary Expenditures for these year, below is the matrix showing the assumed Budgetary Expenditures and Total number of COS:

SEMESTER	PERIOD COVERED	TOTAL NUMBER OF COS	TOTAL BUDGET
1ST Semester	JANUARY 3, 2018 TO JUNE 30, 2018	1130	Php109,547,168.00
2nd Semester	JULY 2, 2018 TO DECEMBER 31, 2018	1081	Php106,386,211.00
TOTAL			Php215,933,379.00
ASSUMED BUDGET FOR THE WHOLE YEAR OF COS FROM GENERAL APPROPRIATIONS ACTS			Php220,000,000.00

3. However, the continuous hiring and promotion has placed some of our COS in plantilla positions in the Bureau.
4. In relation thereto, letter request for additional/replacement of COS on or before July 2, 2018 for additional/ renewal of COS shall no longer be accommodated.
5. Moreover, be reminded of the Memorandum dated August 16, 2018 which states that no person shall report to work without contract, and that anyone who is asked to report to work without authority shall be dealt with accordingly along with the BOC Personnel who asked him/her to report to work.
6. For widest dissemination and strict compliance.