

2018_04 - 017



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

MEMORANDUM

**FOR : ALL DEPUTY COMMISSIONERS AND SERVICE DIRECTORS
ALL DISTRICT AND PORT COLLECTORS**

ATTN : ALL ADMINISTRATIVE OFFICERS

FROM : GLADYS F. ROSALES, MPA, CESE, *F:Am 4/17/18*
Chief-of-Staff, Office of the Commissioner &
Deputy Commissioner, IAG *g*

**SUBJECT : RENEWAL OF CONTRACT OF SERVICE PERSONNEL
(JULY 02, 2018 TO DECEMBER 31, 2018)
AND THE REQUIREMENTS FOR INITIAL SALARY**

DATE : April 17, 2018

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- 1.0 Following the CMO No. 30-2017 dated December 01, 2017, re: Guidelines on Retention/ Renewal Job Order and/ or Contract of Service Personnel in the Bureau of Customs (BOC) - Central Office and Collection Districts.
 - 2.0 All Offices, Groups and Collection Districts are hereby requested to submit the list of names, together with the other pertinent documents of the Contract of Service (COS) Personnel recommended for renewal for the period July- December 2018 with the given format (Annex A) to the Human Resource Management Division (HRMD).
 - 3.0 The renewal of COS Personnel must be in accordance with the said CMO which also provides for the observance of the following:
 - 6.2.1 The Requesting/ Receiving Office shall take charge of:
 - a. Furnishing and submitting request for renewal (Annex A);
 - b. Justifying the need to renew the services of JO/COS personnel; and
 - c. Endorsing the following documents to HRMD:
 - c. 1 Original notarized copy of contracts of all JO/COS;
 - c. 2 Personal Data Sheet;
 - c. 3 Certificate of Assumption; and
 - c. 4 Accomplishment Report
 - 4.0 In addition to this, the list shall be accompanied by the Certificate of Satisfactory Performance (Annex B) of each Contract of Service Personnel.
 - 5.0 Please take note that Job Order/ Contract of Service shall be paid their wages equivalent to the wage/salary of comparable position in government agency.

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- 6.0 Therefore, COS personnel shall submit the following documents for claiming of initial salary to the HRMD:
 - a. Certificate of Assumption
 - b. Certificate duly signed by the Chief of Division that the services cannot be rendered be provided by a regular/permanent personnel of the agency.
 - c. Certified true copy of the contract
 - d. LBP Account Number
- 7.0 Furthermore, payment of salary after the initial salary must be accompanied by the following documents:
 - a. Daily Time Record (DTR) together with the Biometrics print out (in compliance with the unnumbered memorandum dated March 02, 2018).
 - b. Monthly Report of Attendance
 - c. Accomplishment Report
- 8.0 The HRMD shall endorse within 24 hours the above cited documents to the Accounting Division. Please be reminded that only complete documents and those without derogatory input on the DTR shall be processed for payment.
- 9.0 ***No person under COS shall report to work without copy of Contract signed by the COMMISSIONER.***
- 10.0 Submission of the matrix and documentary requirement shall be submitted on or before **April 30, 2018** to the office of the Internal Administration Group.
- 11.0 Names not included in the list submitted shall be considered as terminated and shall not be renewed.
- 12.0 The HRMD is the only office allowed to draft and reproduce contracts, Contracts made outside the office shall be subject to further review and is highly discouraged.
- 13.0 For guidance and compliance.

Bureau of Customs
Contract of Service for Renewal
(Group/Port)

	Family Name	First Name	Middle Name	Position	Unit/Office	Start Date of Employment in the BOC	Eligibility	Time Frame/Period of Hiring
1								
2								
3								
4								
5								

[Signature]
MASTER COPY



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CERTIFICATE OF PERFORMANCE

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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ACCOMPLISHMENT REPORT

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

Immediate Supervisor
Signature over printed name

Head of Office
Signature over printed name

2018-04-001



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

May
MASTER COPY

MEMORANDUM

FOR : All Personnel Hired on Contract of Service

FROM : *GRADYS*
GLADYS F. ROSALES, MPA, CESE
Deputy Commissioner, Internal Administration Group

SUBJECT : Payment for Services Rendered

DATE : March 27, 2018

To ensure timely payment for services rendered, effective April 2018, all personnel hired on contract of service shall submit the following documents to the Human Resource Management Division (HRMD) together with the endorsement from the Chief of Division on or before the 3rd working day of the succeeding month:

1. Daily Time Record (DTR) together with the biometrics print out (in compliance with unnumbered memorandum dated March 02, 2018)
2. Monthly Report of Attendance
3. Accomplishment Report

Additional documentary requirements for initial claim:

4. Certificate of Assumption
5. Certificate duly signed by the Chief of Division that the services cannot be provided by regular/permanent personnel of the agency
6. Certified true copy of the contract
7. LBP Account number

The HRMD shall endorse within 24 hours the above cited documents to the Accounting Division. Only complete documents shall be processed for payment.

The Budget Division and Accounting Division shall process the payment within five (5) working days upon receipt of complete documents.

For guidance and compliance.

South Harbor, Gate 3, Port Area, Manila 1099 · Tel. Nos.: 9173200 (3201 to 3205)
Website: www.custom.gov.ph · E-mail: info@customs.gov.ph (CRM)