



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

MEMORANDUM

FOR : **The District Collectors, Administrative Officers,
Personnel Selection Board (PSB) Members and All
Others Concerned**

FROM : **The Chief, HRMD**
Head Secretariat
Central Personnel Selection Board (CPSB)


DATE : **23 February 2017**

SUBJECT : **SUBMISSION OF INTERVIEW SCORE AND TALLY SHEETS**

- 1.0. In connection with the interview conducted to qualified applicants for promotion, this is to respectfully request for the submission of the duly accomplished and signed Interview Score Sheets and Tally Sheets to the Central PSB, through the HRMD, **on or before 24 February 2017.**
- 2.0. Further, kindly submit the electronic copy (MS Excel file format) through **boc.hrmd@gmail.com** and printed copy to the HRMD, for consolidation and finalization of scores.
- 3.0. Please be reminded that the forms to be accomplished (*copies attached*) shall be as follows:
 - 3.1. Interviewer's Score Sheet for Non-Supervisory Positions (SG 17 and below) (Form C)
 - 3.2. Interviewer's Score Sheet for Supervisory Positions (SG 18 to 22) (Form C-I)
 - 3.3. Interviewer's Score Sheet for Non-Supervisory Positions for EG and IG (SG 17 and below) (Form C-II)
 - 3.4. Interviewer's Score Sheet for Supervisory Positions for EG and IG (SG 18 to 22) (Form C-III)
 - 3.5. Interview Tally Sheet (Form D)
- 4.0. **Note that the above request shall only cover all Group and Local PSBs which have not yet submitted the said forms.**
- 5.0. The CPSB Secretariat shall issue supplemental instructions as deemed necessary.
- 6.0. For consideration and compliance.


JOSEPH G. ESCASIO

Noted:


ALFREDO A. PALMA
OIC-Deputy Commissioner, IAG
Chairperson, CPSB

2017-02 - 048 P.2
FORM C

INTERVIEWER'S SCORE SHEET FOR (POSITION)

(NAME OF GROUP/COLLECTION DISTRICT)

NAME OF APPLICANT	INTERVIEW (25 pts)					Total
	JOB-RELATED (15 PTS)		PERSONALITY (10 PTS)			
	Compatibility / Fitness to the Job 7.5 pts	Professional Skills 7.5 pts	Motivation / Integrity 2.5 pts	Bearing / Personality 2.5 pts	Confidence / Communication Skills 2.5 pts	
1						25 pts
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

RATED BY:

SIGNATURE ABOVE PRINTED NAME OF G/LPSB MEMBER INTERVIEWER

2017-02-048 P.3
FORM C-1

INTERVIEWER'S SCORE SHEET FOR (POSITION)

(NAME OF GROUP/COLLECTION DISTRICT)

NAME OF APPLICANT	JOB-RELATED (15 PTS)				PERSONALITY (10 PTS)					Total
	Compatibility / Fitness to the Job 5 pts	Professional Skills 5 pts	Leadership Skills 5 pts	Motivation / Integrity 2.5 pts	Bearing / Personality 2.5 pts	Confidence / Communication Skills 2.5 pts	Reasoning / Problem Solving Skills 2.5 pts	Total 25 pts		
									INTERVIEW (25 pts)	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
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12										
13										
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15										
16										
17										
18										
19										
20										

RATED BY:

SIGNATURE ABOVE PRINTED NAME OF G/LPSB MEMBER INTERVIEWER

2017-02-048 P.4
FORM C-II

INTERVIEWER'S SCORE SHEET FOR (POSITION)

_____ (NAME OF GROUP)

NAME OF APPLICANT	INTERVIEW (20 pts)						Total
	JOB-RELATED (12 PTS)			PERSONALITY (8 PTS)			
	Compatibility / Fitness to the Job 6 pts	Professional Skills 6 pts	Motivation / Integrity 2 pts	Bearing / Personality 2 pts	Confidence / Communication Skills 2 pts	Reasoning / Problem Solving Skills 2 pts	
1							20 pts
2							
3							
4							
5							
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RATED BY:

_____ SIGNATURE ABOVE PRINTED NAME OF G/LPSB MEMBER INTERVIEWER

2017-02 - 048 P.5
FORM C-II

INTERVIEWER'S SCORE SHEET FOR (POSITION)

(NAME OF GROUP)

NAME OF APPLICANT	JOB-RELATED (12 PTS)				PERSONALITY (8 PTS)				Total 20 pts
	INTERVIEW (20 pts)								
	Compatibility / Fitness to the Job 4 pts	Professional Skills 4 pts	Leadership Skills 4 pts	Motivation / Integrity 2 pts	Bearing / Personality 2 pts	Confidence / Communication Skills 2 pts	Reasoning / Problem Solving Skills 2 pts		
1									
2									
3									
4									
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10									
11									
12									
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15									
16									
17									
18									
19									
20									

RATED BY:

SIGNATURE ABOVE PRINTED NAME OF G/LPSB MEMBER INTERVIEWER

INTERVIEW TALLY SHEET FOR (POSITION)

(NAME OF GROUP/COLLECTION DISTRICT)

	NAME OF APPLICANT	INTERVIEW AVERAGE SCORE	G/LPSB Action/ Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
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21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

CERTIFIED TRUE AND CORRECT:

SIGNATURE ABOVE PRINTED NAME OF G/LPSB MEMBER INTERVIEWER

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