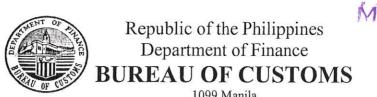
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1099 Manila

MEMORANDUM

TO

: ALL DEPUTY COMMISSIONER

ALL DISTRICT COLLECTORS **ALL OTHERS CONCERNED**

SUBJECT

: REQUEST FOR RENEWAL OF CONTRACTS OF SERVICE

DATE

: 24 May 2017

Pursuant to Memorandum dated 20 April 2017 regarding Contracts of Service, you are hereby reminded that your requests for renewal of the contracts of service of individuals assigned to your respective group, port or sub-port should be submitted not later than 31 May 2017, otherwise your request will be denied outright.

No person shall assume his/her duties without an approved and signed contract, otherwise the compensation shall be borne by the officials who allowed such assumption. The identification card previously issued to these individuals shall be confiscated in case of denial of request for renewal.

Your requests, following the format attached as Annex A, should indicate the description of the work to be done by these individuals and include an explanation why the work cannot be done by existing personnel with plantilla positions.

In view of the BOC's goal to remove all or at least lessen contract of service arrangement, you are hereby directed to require those individuals without the required eligibility, who are not otherwise exempt, to take the Civil Service Eligibility Examination this coming August 2017 and encourage them to apply for a plantilla position.

In order to clarify the Memorandum dated 20 April 2017, the supporting documents for the Personal Data Sheet (PDS) should at least be: the scanned copy of the Original Transcript of Record, Diploma and the Certificate of Elgibility, if applicable. Scanned copies of the PDS and supporting documents shall be forwarded, together with the request not later than 31 May 2017 to the Office of the Commissioner.

Further, due to the alarming number of individuals hired under contract of service arrangement, you are hereby directed to reduce the same by not less than ten percent (10%) of the current number of individuals assigned in your respective group or port. However, this directive does not apply to ports with less than ten (10) individuals hired under contract of service arrangement assigned in their respective

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group or port.

Be advised that compliance with these directives is not a guarantee that requests shall be granted. Approval of all requests are still subject to consideration of the Commissioner.

In order to expedite the processing of the contracts of service for the semester starting 1 July 2017 and pending the drafting of the policy guidelines in hiring/rehiring of individuals under contract of service, the following procedure is hereby prescribed:

- **Step 1.** A designated Administrative Assistant from the Administrative Office (AO) shall perform the following functions and responsibilities:
 - Receive requests for renewal and ensure that the same are classified according to Groups, Ports and Sub-ports;
 - ii. Ensure that the number of individuals shall be in accordance with directives and that submitted lists excludes those individuals whose name is in the watch list; and
 - iii. Forward recommended list of candidates to the Internal Administrative Group (IAG).
- **Step 2.** A designated Administrative Assistant from IAG shall perform the following functions:
 - i. Receive the recommendation from AO:
 - ii. Ensure that the compensation coincide with the corresponding position and that funds are available; and
 - iii. Thereafter, draft the contracts in two (2) copies, generate and incorporate a corresponding control number and countersign the same.
- Step 3. 1st indorsement. The draft contracts shall then be forwarded to the corresponding group/port/sub-port for signature of proposed individuals to be rehired and the Deputy Commissioner of the group or the District Collector of the port or sub-port where the individuals were assigned.
- **Step 4. 2**nd **indorsement.** The signed contracts shall then be returned to IAG for review and the same shall be forwarded to the Office of the Commissioner for signature.
- **Step 5.** A designated Legal Officer from the Office of the Commissioner shall perform the following functions:
 - i. Review the contracts and make recommendations for the Commissioner:
 - ii. Ensure that the hiring of these individuals is in accordance with



- existing budgetary, accounting and auditing rules and regulations; and
- iii. Forward the same to the Commissioner for approval and signature.
- **Step 6. 3**rd **indorsement.** If request is approved, the signed and approved contracts shall be forwarded to the respective group, port or sub-port for notarization, otherwise inform the requesting officer about the denial.
- **Step 7. 4**th **indorsement.** The notarized contracts shall be returned to IAG for final and appropriate action.

Pending the finalization of the guidelines in hiring/rehiring individuals under contract of service arrangements, the Human Resource Management Division is directed to sustain management of hiring and promotion of *plantilla* positions while the above mentioned personnel shall supervise the renewal of contracts of service.

For strict compliance.

NICANOR E. FAELDON
Commissioner

Burau of Customs
NICAMOR B. FABLDON
Commissioner
17-04018
MAY 2.6 2017



List of Contract of Service for Renewal (July 2017 to December 2017)

Group/Port

Complete Residential Address	Ex. Block 1 Lot 2, Kangkong St., Masava					
Valid Government issued ID and Number	Ex. PRC License (LCB)	No. 0101232				
Office (Division/Office must be specific followed by the Group/Port)	Ex. Office of the District	Collector, Port of Manila				
Duties and Functions	Ex. a. Encode	b. Deliver c. Cont.				
Salary (In words and in figures)	Ex. Thirteen Thousand Eight	Hundred Ninety (13,890.00)				
Position	Ex. Administrative	Services Assistant I				
Full Name (Write in full, Bold and Capitalized)	JUAN ISA DELA CRUZ				240	
No.	Н		2	3		

Tahoma Font (size 11) shall be used in the matrix.

Do not abbreviate the Position and the Office/Port /Group.