



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

CUSTOMS MEMORANDUM ORDER

No. 14 - 91

SUBJECT : INDIVIDUAL RATING CRITERIA FOR PROMOTION PURPOSES

Pursuant to the provisions of CMO 120-88 dated 10 October 1988 establishing the Merit Promotions Plan of the Bureau of Customs, and in order to ensure that only the most qualified employee is selected for promotions, the following criteria for individual rating of qualified candidates for promotion purposes are hereby adopted:

I. PERFORMANCE - 30 points

Average equivalent for the last two 2 rating semesters:

<u>PERFORMANCE RATING</u>	<u>EQUIVALENT POINTS</u>
<u>Adjective Rating</u>	<u>Total Score</u>
Outstanding	48 30
Very Satisfactory	45 - 47 28
	42 - 44 26
	39 - 41 24
	36 - 38 22
Satisfactory	33 - 35 20
	30 - 32 18
	27 - 29 16
	24 - 26 14

II. HIGHEST EDUCATIONAL ATTAINMENT
AND GOVERNMENT EXAMINATION

PASSED - 15 points

- a. Graduate of Relevant Doctoral/Masteral Courses or Bachelor of Laws and Member of the Philippine Bar 15
- b. Bachelor's degree with relevant board examinations passed, other than BAR (Customs Broker, CPA, Engineering, etc.) 13
- c. Bachelor's degree with relevant Civil Service Examination Passed (Career Service Sub-Professional, Professional, etc.) 10

J. Mariano M. Quinsion

- d. College undergraduate 5
- e. Vocational School/High School graduate 3
- III. WORK EXPERIENCE - 30 points
- a. Work experience in present position 15
- a.1 For first year of experience - 1 point
- a.2 For every year thereafter - 2 points
- b. Work experience in other positions, either by designation or by appointment 10
- b.1 Held for a period of less than six (6) months - 1 point
- b.2 Held for more than six (6) months but not more than two (2) years - 2 points
- b.3 Held for more than 2 years - 3 points
- c. Work experience in a Port/Service outside of Place of Residence 5
- c.1 Assignment in a Port/Service - 1 point for within the same island group every year as place of residence
- c.2 Assignment in a Port/Service - 2 points for outside of the island group every year of place of residence
- (Example, if candidate's place of residence as reflected in PDS is Manila and he is assigned within Luzon Area, he gets one point; but if his assignment is within Visayas or Mindanao areas, he gets two points)
- IV. RELEVANT TRAINING AND COMMENDATION - 25 points
- A. Local and Foreign Trainings/Seminars 15
1. Local Trainings/Seminars (Relevant and taken not more than 10 years ago)

Jawada M. King

- 1.1 With duration of less than three (3) months - 1 point
- 1.2 With duration of more than three (3) months - 2 points
- 2 Foreign Trainings/Seminars (Relevant and taken not more than ten (10) years ago)
 - 2.1 With duration of less than three (3) months - 2 points
 - 2.2 With duration of more than three (3) months - 4 points
- B. Commendation for Outstanding/Exemplary Performance/Accomplishment of Work 10
 1. Given by Division/Service Chiefs or District Collectors - 1 point
 2. Given by the Commissioner of Customs - 2 points
 3. Given by Other Higher Authorities - 4 points
 4. A Distinguished Award, as determined by the Board - 5 points

V. BONUS POINTS - 25 points

Additional points shall be added to the total score for the following:

- a. Two (2) points for honor student for every collegiate/graduate courses finished but not to exceed 5 points.
- b. Two (2) points for every training/seminar attended identified in IV A 1 & 2 above, where candidates was awarded as Honor Student but not to exceed 5 points.
- c. Five (5) points for the candidate duly recommended by immediate chief and indorsed by the District Collector/Service Chief concerned.
- d. One (1) point for every local conference/convention attended and two (2) points for every foreign conference/convention attended but not to exceed 5 points.

Jarvan M. Wilson

- e. In a scale of 1 (minimum) up to 5 (maximum), candidate shall be given corresponding score point based on the results of the interview that may be conducted by the Board.

TEMPORARY DISQUALIFICATION FOR PROMOTION

Pursuant to Item VI. 11 of CMO 120-88, any employee under investigation upon evaluation of the Board, may be temporarily disqualified for consideration to promotion until he is cleared or exonerated from such charges.

Likewise, any employee found guilty of an administrative case and given a penalty of suspension, shall also be disqualified for consideration to promotion within one (1) year after full service of his penalty. This is necessary for the candidate to be able to comply with Item No. 1 above, requiring the performance rating for the last two (2) semesters.

QUALIFYING EXAMINATIONS

In addition to the above criteria, passing a qualifying examination given by the Bureau shall be required for promotions to the following positions, and such other positions determined by the Promotions Board:

1. Customs Examiner/Appraiser/Assessor
2. Senior Storekeeper/Bonded Warehouseman
3. Bonded Warehouse Supervisor
4. Customs Inspector
5. Intelligence Officer/Special Investigator

UPDATING OF RECORDS

The validity of this rating system can only be assured if pertinent records of candidates are fully reflected. It is therefore important that each employee shall continually update his records incorporated in his 201 file which shall be the sole basis for information that will be used in this evaluation.

This Order takes effect FEB 13 1991 and shall last until revoked.

Salvador M. Mison
SALVADOR M. MISON
Commissioner