



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
MANILA  
BOX NO. 443  
ZIP CODE NO. 1099

17 January 1994

CUSTOMS MEMORANDUM ORDER  
NO. 22 - 94

To: All Directors III  
Collector of Customs  
Chief of Division  
and others Concerned

Subject : Selection of Ten (10) Model  
Employees to be Awarded during  
the Bureau's 92nd Anniversary  
Celebration on February 7, 1994.

I. Objectives

To identify and provide due recognition to Bureau personnel who best exemplify the qualities described in the BOC Credo and in the Panunumpa ng Kawani ng Gobyerno.

II. Coverage

The nomination is open to any Customs official and employee who does not have any pending administrative nor criminal case against him.

For each year, at most ten (10) personnel shall be chosen.

III. Selection Board

There shall be constituted a Selection Board consisting of four Bureau Officials and three (3) representatives from the private sector to choose the model customs personnel.

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At the start of the selection process each year which must commence in the first week of November (except for 1993 nominees), the Commissioner of Customs shall constitute the Board.

#### IV. Criteria for Selection:

The Board as constituted shall formulate their selection criteria based solely on the qualities identified in the BOE Credo and in the Panunumpa. A rating instrument must be developed for the purpose.

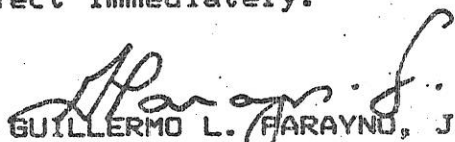
#### V. Procedures for Nomination:

Anyone, both government and private may nominate to the Bureau a Customs personnel for the award. The nomination must contain a two page typewritten write-up in a short standard size coupon bond describing why the nominee exemplifies/epitomizes the qualities of a BOC official as contained in the BOE Credo and in the Panunumpa ng Kawani ng Gobyerno.

Supporting documents are welcomed such as:

1. Citations and awards given by civic groups relating to the qualities described above.
2. Testimonials of people in the community where the nominee resides on the same matter.
3. Copy of the nominee's statement of assets and liabilities.
4. Indorsements of industry associations and groups as to the nominees qualities against the BOE Credo and the Panunumpa.

This order shall take effect immediately.

  
GUILLERMO L. FARAYNO, JR.  
Commissioner