



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

May 29, 2003

CUSTOMS MEMORANDUM ORDER
NO. 11-2003

To: All Officials and Employees of the Bureau of Customs
And Others Concerned

Subject: Policies, Rules, Regulations and Procedures in the Selection and Appointment of Personnel to the Post Entry Audit Group

I. OBJECTIVES

1. To facilitate the stalling of PEAG with qualified candidates selected based on merit and fitness to the job using objective and multiple evaluation methods;
2. To set up a hiring and selection process that is transparent and consistent with the vision, mission and values of the Post Entry Audit Group (PEAG); and
3. To help ensure the delivery of professional services by the PEAG.

II. SCOPE

The policies, guidelines and procedures prescribed herein shall govern the processing of all applications of external and internal candidates to all positions in the PEAG plantilla, whether promotional, original, transfer, reemployment, or reinstatement in all levels of PEAG.

III. GENERAL PROVISIONS

1. As far as practicable, all positions in the PEAG plantilla shall be considered entry-level positions *Jm*

1/20 - 11 - 03²

2. All candidates shall undergo the following stages of selection processes:
 - a. Pre-screening of qualifications
 - b. Written examination: psychological & technical
 - c. Targeted selection interview
 - d. Background check
 - e. Calibration and ranking
 - f. Medical examination
3. Pre-screening and written examinations are qualifying steps before an application proceeds to the next stages.
4. The following selection criteria shall be used in ranking qualified candidates:

CRITERIA	ALLOCATED SCORE	TOTAL SCORE
A. Education: a. Doctoral/masteral/post-graduate degree b. Bachelor's degree	16-20 10-15	20
B. Appropriate Eligibility a. CESO/CSEE b. Board/Bar c. Career Professional d. Career Sub-Professional	20 18 16 14	20
C. Relevant Work Experience a. 10 years or more b. 5 years to <10 years c. 3 to <5 years d. 1 to <3 years	15 12 9 6	15
D. Relevant Training One (1) point for every relevant training attended but not to exceed 10 points		10
E. Relevant Honors & Awards One point for every relevant award received but not to exceed 5		5
F. Examination Results Score points as may be determined by the BOE but not to exceed 10 points		10

G. Interview Results

Score points as may be determined by individual member's assessment of interview results but not to exceed 20 points

TOTAL SCORE

20

100

5. A Board of Examiners/Screening Committee (BOE/SC) shall be constituted by the Commissioner of Customs which shall be tasked with the following:

- a. Construct the technical test questions
- b. Undertake the screening and assessment activities from a-d of III (2).
- c. Monitor and coordinate all activities to ensure implementation of the hiring plan according to schedule
- d. Endorse to the Personnel Selection Board (PSB) qualified candidates to fill-up the PEAG positions
- e. Bring to the level of the PSB issues and concerns resulting from the implementation of the hiring plan.

6. The composition of the BOE/SC shall be as follows

Panel A	Panel B
Assistant Commissioner, PEAG - Over-all Chairman	Director, Administration - Co-Chairman
PEAG (Interim or Permanent) Staff - (3) Members	PEAG (Interim or Permanent) Staff - (3) Members
Chief, HRMD - Secretariat	Chief, HRMD - Secretariat

7. The tests shall consist of the following.

TYPE OF TEST	TECHNICAL & MANAGERIAL POSITIONS	NON-TECHNICAL POSITIONS
1. Psychological tests	Ability Tests Supervisory Index Life Orientation	Ability Tests Personality tests
2. Functional/ knowledge tests	Customs rules & regulations WTO Customs valuation principles Risk management principles Audit principles Writing and communication skills	Clerical proficiency

2020-11-03
14

- 8. The decision of the Commissioner of Customs in the selection of personnel under this Order shall be final.

IV. PROCEDURAL GUIDELINES

- 1. The Human Resources Management Division (HRMD), as the Secretariat of the BOE/SC, shall publish vacant positions stating therein the description of the position, prescribed qualifications in terms of education, civil service eligibility, experience and training, as well as the required competencies/skills.
- 2. The HRMD shall make a preliminary evaluation through paper screening of applications vis-à-vis prescribed Qualification Standard (QS). All applicants who meet the QS shall be given the examination schedule while those who will not meet the QS shall be informed accordingly.
- 3. BOE/SC shall administer the corresponding examinations. The Board shall also be responsible for scoring and evaluating the test results.
- 4. Applicants who pass the tests shall be scheduled for Targeted Selection Interviews by the BOE/SC members.
- 5. Background checks shall be conducted by HRMD to validate the documents and other information obtained through the interviews. The results of the background checks shall be included in the deliberation documents to be endorsed to the PSB.
- 6. The PSB shall convene to deliberate on the initial line-up of candidates prepared by BOE/SC. They may schedule further interviews with some of the candidates, as needed.
- 7. The PSB shall draw up the final ranking of qualified candidates and recommend the same to the Commissioner for final selection.
- 8. The HRMD shall prepare and process appointments in accordance with civil service rules and regulations. Prior to the submission of the appointment to CSC through the Department of Finance, the applicant shall be required to submit Medical Examination Results (physical, neuro-psychological and drug-test).
- 9. Those who are not selected shall be informed accordingly and shall be included in the talent pool for future reference.

V. EFFECTIVITY

This Order shall take effect immediately and shall last until revoked.


ANTONIO M. BERNARDO
 Commissioner