



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

June 15, 2004

CUSTOMS MEMORANDUM ORDER
NO. 18-2004

To: All Bureau Officials and Employees

Subject: Additional guidelines in the reassignment and designation of personnel prescribed under CMO 25-2001

For the proper implementation of Civil Service Law and other pertinent rules and regulations, the following additional guidelines in the issuance of reassignment and designation orders are hereby prescribed:

1. Reassignment and/or designation order is issued only when the interest of the service so requires such as lack of regularly appointed personnel to meet the requirements of the service or the position was vacated in view of death, resignation or retirement which can not be immediately filled-up by appointment. Hence, request for reassignment/designation based on purely personal convenience will not be considered at all.
2. New employees are appointed to assume specific positions and port/office of assignment. Hence, newly appointed employees will not be considered for reassignment and/or designation to any other port/office within one year from his date of assumption.

All officials and employees of the Bureau are further reminded to strictly observe the provisions of CMO 25-2001, prescribing the rules, regulations and procedures in the issuance of reassignment and designation orders specifically the conditions set forth under items 2-4 thereof. Both the receiving and releasing Collectors / Head of Office must state the basis of and the justification for their action and recommendation. All recommending and approving authorities shall be held Accountable for strict compliance therewith.

For information and guidance.


ANTONIO M. BERNARDO
Commissioner