



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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PROFESSIONALISM INTEGRITY ACCOUNTABILITY

04 April 2022

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 OFFICE of the NATIONAL ADMINISTRATIVE REGISTER  
 Administrative Rules and Regulations

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**CUSTOMS MEMORANDUM ORDER**  
 No. 10-2022

**SUBJECT: Rating Criteria for Selection and Evaluation of Candidates for Hiring and Promotion to First and Second Level Positions, including Executive Managerial Positions in the Bureau of Customs**

1.0 Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 3, s. 2001 and CSC MC No. 14, s. 2018 or the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA Revised 2018), this Customs Memorandum Order hereby adopts the following set of rating criteria for evaluation of candidates for hiring and promotion to First<sup>1</sup> and Second<sup>2</sup> Level Positions, including executive managerial, in all Groups, Offices, and Collection Districts of the Bureau of Customs:

CRITERIA	RATING
Qualification Standards	25%
a. Educational Attainment	
b. Work Experience	
c. Trainings	
d. Eligibility	
Examination	50%
Interview	25%
<b>TOTAL</b>	<b>100%</b>

2.0 Repealing Clause

This Order revokes Customs Memorandum Order No. 34-2016 dated 22 December 2016

3.0 Effectivity

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

Bureau of Customs  
 CENTRAL RECORDS MGT. DIVISION

**CERTIFIED TRUE COPY**  
**OF THE ORIGINAL**  
  
**MARGARET G. MANALAYSAY**  
 Administrative Officer V

  
**REY LEONARDO B. GUERRERO**  
 Commissioner



BOC-03-15080

<sup>1</sup> First level positions include clerical, trades and crafts, and custodial service which involve sub-professional work in a non-supervisory or supervisory positions capacity, requiring less than four (4) of collegiate studies.

<sup>2</sup> Second level positions include positions in professional, technical, and scientific work in non-supervisory capacity up to Division Chief level, requiring at least four (4) years of collegiate studies.