

2017-11-046



Republic of the Philippines
 Department of Finance
BUREAU OF CUSTOMS
 1099 Manila

MEMORANDUM

FOR : ALL DEPUTY COMMISSIONERS
 ALL DISTRICT AND PORT COLLECTORS

ATTN. : ALL CHIEF ADMINISTRATIVE OFFICERS OF GROUPS,
 PORTS, SUB-PORTS, OFFICES AND DIVISIONS

FROM : *GF Rosales*
 GLADYS F. ROSALES, CESE
 OIC – DEPUTY COMMISSIONER
 INTERNAL ADMINISTRATION GROUP

SUBJECT : CAREER EXECUTIVE SERVICE (CES) OCCUPANCY
 REPORT

DATE : November 24, 2017

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- 1.0 On October 30, 2017, the Bureau of Customs (BOC) received the letter from Ms. Florencia S. Sotomayor, Chief Administrative Officer, Department of Finance requesting for CES Occupancy Report.
 - 2.0 Relevant to the above, all groups, ports, sub – ports, services/offices and divisions are hereby requested to accomplish the attached forms as may be applicable. (See Annexes). Should
 - 3.0 Please submit the electronic copy of the said forms to the Human Resource Management Division on/before November 29, 2017 (Thursday) thru hrmd@customs.gov.ph copy furnished cylieamor.litao@customs.gov.ph and joseph.escasio@customs.gov.ph.
 - 4.0 For strict compliance.

SAMPLE FORMAT

CES OCCUPANCY REPORT
DEPARTMENT NAME
 as of _____

Item No.	Agency/Position/Office	No.	Salary Grade	APPOINTEE				OCCUPANT	
				Name	Status of Appointment	Appointing Authority	Date of Appointment	Present Assignment	Name

Prepared by:

Certified Correct:

Approved by:

(If the person who prepared the report is other than the CES Coordinator)

CES Coordinator

Head, HRDS

SAMPLE FORMAT

REPORT ON CES OFFICIALS ON OFFICIAL LEAVE OF ABSENCE
DEPARTMENT NAME
as of

NAME OF OFFICIAL	CES STATUS	POSITION TITLE	PLACE OF ASSIGNMENT	NATURE OF LEAVE	DURATION OF LEAVE

Note: For those who are on Study Leave, Sabbatical Leave, Vacation Leave, etc. for at least one (1) month

Prepared by:

Certified Correct:

Approved by:

(If the person who prepared the report is other than the CES Coordinator)

CES Coordinator

Head, HRDS

SAMPLE FORMAT

REPORT ON CESOs AND CES ELIGIBLES OCCUPYING NON-CES POSITIONS
DEPARTMENT NAME _____
as of _____

Agency/Position	Item No.	Salary Grade	APPOINTEE				OCCUPANT		
			Name	Status of Appointment	Date of Effectivity	Present Assignment	Name	Position per appointment issued	

Prepared by: _____

Certified Correct: _____

Approved by: _____

(If the person who prepared the report is other than the CES Coc CES Coordinator

Head, HRDS



SAMPLE FORMAT

REPORT ON VACANT CES POSITIONS
DEPARTMENT NAME
as of

POSITION	ITEM NO.	PLACE OF ASSIGNMENT	SALARY GRADE	NAME OF FORMER CES INCUMBENT	REASON FOR VACANCY	DATE VACATED

Prepared by:

Certified Correct:

Approved by:

(If the person who prepared the report is other than the CES Coordinator)

CES Coordinator

Head, HRDS

SAMPLE FORMAT

REPORT ON MOVEMENTS OF CES OFFICIALS
DEPARTMENT NAME
as of _____

Name of Official	Nature of Movement	FORMER				PRESENT				
		Position	Office	Place of Assignment	Date of Effectivity	Position	Status of Appointment	Office	Place of Assignment	Date of Assumption

Prepared by: _____

Certified Correct: _____

Approved by: _____

(If the person who prepared the report is other than the CES Coordinator)

CES Coordinator

Head, HRDS

SAMPLE FORMAT

**REPORT ON OFFICIALS WITH PENDING CASES/
DEPARTMENT NAME**
as of _____

NAME OF OFFICIAL	POSITION TITLE	NATURE OF THE CASE	CASE NO.	OFFENSE COMMITTED	PLACE FILED	DATE FILED	STATUS	REMARKS

Prepared by: _____

Certified Correct: _____

Approved by: _____

(If the person who prepared the report is other than the CES Coordinator)

CES Coordinator

Head, HRDS

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(MIS Form No. 7)

SAMPLE FORMAT

DIRECTORY UPDATES
DEPARTMENT NAME
as of _____

OFFICE	FORMER ADDRESS/PHONE NO.	NEW ADDRESS/PHONE NO.

Prepared by:

Certified Correct:

Approved by:

(If the person who prepared the report is other than the
CES Coordinator)

CES Coordinator

Head, HRDS