

2017-10-011



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

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MEMORANDUM

FOR : **ALL ADMINISTRATIVE OFFICERS OF PORTS/SUB-PORTS AND RESPECTIVE GROUPS; AND OFFICER-IN-CHARGE OF RESPECTIVE DIVISIONS, SERVICES AND OFFICES**

FROM : 
ISIDRO S. LAPEÑA, Ph.D., CSEE
COMMISSIONER



SUBJECT : **Review of Contract and Audit of Persons under Contract of Service**

DATE : **29 SEPTEMBER 2017**

1. References :
 - a. Joint Circular No. 1 s. 2017 of the Department of Budget (DBM), Commission on Audit (COA), and the Civil Service Commission (CSC)
 - b. Notice of Suspension Nos. 17 - 22 - 101 (16); 17 - 23 - 101 (16);
17 - 24 - 101 (16); 17 - 25 - 101 (16);
17 - 26 - 101 (16); 17 - 27 - 101 (16);
17 - 28 - 101 (16); 17 - 29 - 101 (16);
17 - 30 - 101 (16); 17 - 31 - 101 (16);
17 - 32 - 101 (16); & 17 - 33 - 101 (16);

2. In recent months, the Bureau has been receiving suspension order from the Commission on Audit (COA) on the payment of salary and their observation on position titles of some persons under Contract of Service (COS).

To address the said concern, the Bureau will strictly adhere with the budgeting, accounting and auditing rules in hiring Contract of Service personnel, as provided for under existing laws, rules and regulations.

3. In view of the above you are all directed to review/evaluate the existing contracts of personnel under contract of service within your port/sub-port/group/office/division observing the following guidelines:
 - a. The number of Contract of Service personnel does not exceed the number of organic personnel in your office; unless provided by an order on creation of a project/team/office;
 - b. The personnel does not hold a title similar to a plantilla item; nor perform the function of an organic personnel; and
 - c. Austerity measure is observed in terms of salary, with consideration the market rate of the position given.

In addition, you are directed to ensure that COS personnel under your port/sub-port/group/office/division strictly follows guidelines on attendance, which entails being enrolled and utilizing the biometric daily time record of the Bureau.

4. Those who will be found violating the above guidelines, should be accounted for and reported to the Internal Administration Group (IAG) thru Human Resource Management Division (HRMD).

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On the other hand, those COS personnel who are dutifully performing their tasks and responsibilities should be recommended for continuation and renewal of contract with proper justification and certification that they shall not render services of an organic personnel.

Submission of the above mentioned documents is due on or before October 05, 2017, Thursday.

5. For strict and immediate compliance.