

2018-10-013



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

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MEMORANDUM

FOR : **ALL ADMINISTRATIVE OFFICERS
ALL COLLECTION DISTRICT
ALL GROUPS**

FROM : *Handwritten signature*
GLADYS F. ROSALES, MPA, CESE
Chief of Staff, Office of the Commissioner
Deputy Commissioner, Internal Administration Group (IAG)

SUBJECT : **CES OCCUPANCY REPORT**
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DATE : 11 OCTOBER 2018

BACKGROUND

- 1.0 In reference to the letter of the Career Executive Service Board dated October 11, 2018 with the subject CES Occupancy Report, all administrative officers of respective ports/group are directed to fill-out/accomplish the following forms accordingly:
 - 1.1 Miscellaneous no. 1 to 3 (Attached Annex A,B,C) to be filled up with names of employee with CESE or CSEE title holding level three (3) position with the Salary Grade – 26 and above.
 - 1.2 Miscellaneous form no. 4 to 7 (Attached Annex D,E,F,G) to be filled up by all CESE or CSEE holder regardless of position or salary grade.
- 2.0 Above-mentioned forms must be submitted to the Human Resource Management Division (HRMD) on or before October 18, 2018 (Thursday) in soft copy thru hrmd@customs.gov.ph.
- 3.0 For strict and immediate compliance.

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(MIS Form No. 1)
(Annex A)

CES OCCUPANCY REPORT
BUREAU OF CUSTOMS
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

2018, 10-013 8.4

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REPORT ON MOVEMENTS OF CES OFFICIALS
BUREAU OF CUSTOMS

as of _____

(MIS Form No. 2)
(Annex B)

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

Certified Correct: _____
CES Coordinator

Approved by: _____
Head, HRDS

2014, 16 - 013 P.S

REPORT ON CES OFFICIALS ON OFFICIAL LEAVE OF ABSENCE
BUREAU OF CUSTOMS

as of _____

(MIS Form No. 3)
(Annex C)

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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

2018-10-013 P.C

(MIS Form No. 4)
(Annex D)

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REPORT ON CESOs AND CES ELIGIBLES OCCUPYING NON-CES POSITIONS

BUREAU OF CUSTOMS

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 Coord CES Coordinator

Head, HRDS _____

REPORT ON OFFICIALS WITH PENDING CASES
BUREAU OF CUSTOMS

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 _____

2016-10-013 P-8

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(MIS Form No. 6)
(Annex F)

REPORT ON VACANT CES POSITIONS
BUREAU OF CUSTOMS
as of _____

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

Prepared by: _____

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

Certified Correct: _____
CES Coordinator

Approved by: _____
Head, HRDS

