

2017 - 05 - 069



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

MASTER COPY

MEMORANDUM

**TO : ALL DEPUTY COMMISSIONER
ALL DISTRICT COLLECTORS
ALL OTHERS CONCERNED**

SUBJECT : REQUEST FOR RENEWAL OF CONTRACTS OF SERVICE

DATE : 24 May 2017

Pursuant to Memorandum dated 20 April 2017 regarding Contracts of Service, you are hereby reminded that your requests for renewal of the contracts of service of individuals assigned to your respective group, port or sub-port should be submitted not later than **31 May 2017**, otherwise your request will be **denied outright**.

No person shall assume his/her duties without an approved and signed contract, otherwise the compensation shall be borne by the officials who allowed such assumption. The identification card previously issued to these individuals shall be confiscated in case of denial of request for renewal.

Your requests, following the format attached as Annex A, should indicate the description of the work to be done by these individuals and include an explanation why the work cannot be done by existing personnel with *plantilla* positions.

In view of the BOC's goal to remove all or at least lessen contract of service arrangement, you are hereby directed to require those individuals without the required eligibility, who are not otherwise exempt, to take the Civil Service Eligibility Examination this coming August 2017 and encourage them to apply for a *plantilla* position.

In order to clarify the Memorandum dated 20 April 2017, the supporting documents for the Personal Data Sheet (PDS) should at least be: the scanned copy of the **Original Transcript of Record, Diploma and the Certificate of Eligibility, if applicable. Scanned copies of the PDS and supporting documents shall be forwarded, together with the request not later than 31 May 2017 to the Office of the Commissioner.**

Further, due to the alarming number of individuals hired under contract of service arrangement, you are hereby directed to reduce the same by not less than ten percent (10%) of the current number of individuals assigned in your respective group or port. However, this directive does not apply to ports with less than ten (10) individuals hired under contract of service arrangement assigned in their respective

group or port.

Be advised that compliance with these directives is not a guarantee that requests shall be granted. Approval of all requests are still subject to consideration of the Commissioner.

In order to expedite the processing of the contracts of service for the semester starting 1 July 2017 and pending the drafting of the policy guidelines in hiring/rehiring of individuals under contract of service, the following procedure is hereby prescribed:

- Step 1.** A designated Administrative Assistant from the Administrative Office (AO) shall perform the following functions and responsibilities:
 - i. Receive requests for renewal and ensure that the same are classified according to Groups, Ports and Sub-ports;
 - ii. Ensure that the number of individuals shall be in accordance with directives and that submitted lists excludes those individuals whose name is in the watch list; and
 - iii. Forward recommended list of candidates to the Internal Administrative Group (IAG).

- Step 2.** A designated Administrative Assistant from IAG shall perform the following functions:
 - i. Receive the recommendation from AO;
 - ii. Ensure that the compensation coincide with the corresponding position and that funds are available; and
 - iii. Thereafter, draft the contracts in two (2) copies, generate and incorporate a corresponding control number and countersign the same.

- Step 3.** **1st indorsement.** The draft contracts shall then be forwarded to the corresponding group/port/sub-port for signature of proposed individuals to be rehired and the Deputy Commissioner of the group or the District Collector of the port or sub-port where the individuals were assigned.

- Step 4.** **2nd indorsement.** The signed contracts shall then be returned to IAG for review and the same shall be forwarded to the Office of the Commissioner for signature.

- Step 5.** A designated Legal Officer from the Office of the Commissioner shall perform the following functions:
 - i. Review the contracts and make recommendations for the Commissioner;
 - ii. Ensure that the hiring of these individuals is in accordance with

existing budgetary, accounting and auditing rules and regulations;
and

iii. Forward the same to the Commissioner for approval and signature.

Step 6. 3rd indorsement. If request is approved, the signed and approved contracts shall be forwarded to the respective group, port or sub-port for notarization, otherwise inform the requesting officer about the denial.

Step 7. 4th indorsement. The notarized contracts shall be returned to IAG for final and appropriate action.

Pending the finalization of the guidelines in hiring/rehiring individuals under contract of service arrangements, the Human Resource Management Division is directed to sustain management of hiring and promotion of *plantilla* positions while the above mentioned personnel shall supervise the renewal of contracts of service.

For strict compliance.


NICANOR E. FAELDON
Commissioner



MAY 26 2017

List of Contract of Service for Renewal
 (July 2017 to December 2017)

Group/Port

No.	Full Name (Write in full, Bold and Capitalized)	Position	Salary (In words and in figures)	Duties and Functions	Office (Division/Office must be specific followed by the Group/Port)	Valid Government issued ID and Number	Complete Residential Address
1	JUAN ISA DELA CRUZ	Ex. Administrative Services Assistant I	Ex. Thirteen Thousand Eight Hundred Ninety (13,890.00)	Ex. a. Encode... b. Deliver... c. Cont.	Ex. Office of the District Collector, Port of Manila	Ex. PRC License (LCB) No. 0101232	Ex. Block 1 Lot 2, Kangkong St., Masaya Village, Brgy. Habay I, Bacoor City, Cavite
2							
3							

- Tahoma Font (size 11) shall be used in the matrix.
- Do not abbreviate the Position and the Office/Port /Group.