



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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PROFESSIONALISM INTEGRITY ACCOUNTABILITY

IA G Memo No. 13-2023

MEMORANDUM

FOR : ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS
ALL ADMINISTRATIVE OFFICERS
CONTRACT OF SERVICE PERSONNEL

FROM : **MICHAEL C. FERMIN**
Director III, Administration Office/
Officer-in-Charge, Deputy Commissioner
Internal Administration Group

SUBJECT : **RENEWAL OF JOB ORDER AND/OR
CONTRACT OF SERVICE PERSONNEL IN
THE BUREAU OF CUSTOMS FOR THE PERIOD
APRIL 01, 2023 TO DECEMBER 31, 2023**

DATE : March 06, 2023

References:

- Commission on Audit (COA), Department of Budget and Management (DBM) Joint Circular No.2, s.2022 with the subject Amendment to the Commission on Audit (COA)- Department of Budget and Management (DBM) Joint Circular No. 2 dated October 20, 2020; (*Annex A*)
- CSO No. 21-2023 with the subject: Delegation of Authority to Sign; (*Annex B*)

In compliance with the above-cited references, the Bureau shall observe the following guidelines on the engagement of services with existing COS personnel:

- 1.0 The succeeding contract period of the subject COS personnel shall be **April 01, 2023 to December 31, 2023**, and may be processed provided they have met the following conditions:
 - 1.1 Only the COS personnel with existing **approved Contracts** as of even date shall be entitled for renewal for the abovementioned contract period.
 - 1.2 The position title and amount of salary to be indicated in the contracts must be the same as that of the position title and salary authorized for the previous contract period (January to March 2023).



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Change of position title and salary shall not be allowed unless approved by the Director III, Administration Office/Officer-in-Charge, Deputy Commissioner, Internal Administration Group, and Budget Division, subject to availability of funds.

- 2.0 Further, the Office concerned shall prepare six (6) original copies of Contract (template pursuant to CSO No. 21-2023, *attached as ANNEX C*;) for each of their respective COS personnel together with the following documentary requirements to be transmitted to the HRMD not later than **March 31, 2023**:
 - 2.1 Six (6) copies of Statement of Functions attached as Annex A of the Contract; (*Annex D*)
 - 2.2 One (1) duly notarized and properly accomplished Personal Data Sheet (PDS);
 - 2.3 Three (3) original copies of Certification stating that the COS personnel shall made to perform functions which are not part of the job description of the Bureau's existing regular employee; (*Annex E*)
 - 2.4 Three (3) original copies of Certificate of Assumption (to be submitted after the assumption date of the concerned COS personnel); (*Annex F*)
 - 2.5 One (1) copy of Performance Certificate; and (*Annex G*)
 - 2.6 One (1) copy of Performance Evaluation (January to March 2023) (*Annex H*)
- 3.0 Relative thereto, all requests for additional/replacement of COS/JO personnel shall be endorsed to the Office of the Deputy Commissioner, Internal Administration Group through the HRMD, subject to the availability of funds and approval of the Commissioner.
- 4.0 Please be guided accordingly.