



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
MANILA 1099

November 23, 1999

**CUSTOMS MEMORANDUM ORDER**  
NO. 21-99

**TO :** All District/Port Collectors  
Service/Division Chiefs  
And All Personnel Concerned

**SUBJECT :** Qualifying Examination for Promotion to Selected Positions

**I. Objectives:**

- The Personnel Selection Board will be conducting a Qualifying Examination for the purpose of ranking personnel applying for promotion and designations for Customs Operations Officer III/Customs Opns. Officer II.

**II. Areas of Examination:**

- A written examination will be given to all interested personnel who would wish to be considered for promotions to the following positions:
  - a) Customs Operations Officer III SG-16  
(Customs Examiner/Appraiser/Assessor)
  - b) Customs Operations Officer III SG-16  
(Supervising Customs Inspector)
  - c) Customs Operations Officer II SG-13  
(Sr. Inspector/Supervising Wharfinger)

**III. Qualification of Examinees:**

1. Examination for Customs Operations Officer III (SG-16)  
(Customs Examiner/Appraiser/Assessor)

This is open for all personnel who meet the following qualifications based on the Civil Service Commission Qualification Standard:

- a) Bachelors degree
- b) One (1) year relevant experience
- c) Civil Service (Professional) or other relevant eligibility for Second level positions
- d) Four (4) hours relevant training

2. Examination for Customs Operations Officer III (SG-16)  
(Supervising Customs Inspector)

This is open for all personnel holding a position equivalent to (SG-15) who meet the following qualifications:

- a) Bachelors degree
- b) One (1) year relevant experience in port operations and other related works.
- c) Four (4) hours relevant training
- d) Career Service (Professional)/2<sup>nd</sup> level eligibility

3. Examination for Customs Operations Officer II (SG-13)  
(Sr. Inspector/Supervising Wharfinger)

This is open for all personnel holding a position equivalent to (SG-12) or below who meet the following qualifications:

- a) Bachelors degree
- b) Career Service (Prof.)/2<sup>nd</sup> Level Eligibility

IV. Schedule of Examination:

<u>METRO MANILA</u>	<u>PLACE</u>	<u>DATE</u>
For COO III (Examiners/Appraiser/Assessor)	POM Social Hall	Dec. 20, 1999 (8:30 AM to 11:30 AM)
For COO III (Supervising Customs Inspector)	-do-	Dec. 20, 1999 (1:00 PM to 4:00 PM)
COO II (Sr. Inspector/Supervising Wharfinger)	-do-	-do-

<u>METRO MANILA</u>	<u>PLACE</u>	<u>DATE</u>
COO III (Examiners/Appraiser/Assessor)	--do-	Jan. 7, 2000 (8:30 AM to 11:30 AM)
COO III (Supervising Customs Inspector)	-do-	(1:00 PM to 4:00 PM)
COO II (Sr. Inspector/Supervising Wharfinger)	-do-	-do-

<u>OUTPORTS</u>	<u>PLACE</u>	<u>DATE</u>
COO III (Examiner/Appraiser/Assessor)	Port of Cebu	Jan. 14, 2000 (8:30 AM to 11:30 AM)
COO III (Supervising Customs Inspector)	-do-	(1:00 PM to 4:00 PM)
COO II (Sr. Inspector/Supervising Wharfinger)	-do-	-do-
COO III (Examiner/Appraiser/Assessor)	Port of Davao	Jan. 14, 2000 (8:30 AM to 11:30 AM)
COO III (Supervising Customs Inspector)	-do-	(1:00 PM to 4:00 PM)
COO II (Sr. Inspector/Supervising Wharfinger)	-do-	-do-

- All personnel interested to take these examinations will shoulder their transportation expenses.

V. Instructions:

1. The result of the examination will be used not only for purposes of promotion to said positions but also for designations.

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2. HRMD will send Application Forms, through your respective District Collectors, Attention: Chiefs, Administrative Division. The form should be properly accomplished and returned to HRMD. Deadline of submission to HRMD is December 15, 1999.
3. HRMD will notify all personnel who are qualified to take the exams through their respective Chiefs, Administrative Division
4. No examinee will be accepted at the Examination Room without the Acceptance Slip.

  
NELSON A. TAN  
Commissioner



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
MANILA 1099

December 6, 1999

MEMORANDUM

TO : ALL CONCERNED

SUBJECT : QUALIFYING EXAMINATIONS FOR PROMOTIONS  
TO SELECTED POSITIONS

Pursuant to Customs Memorandum Order No. 21 - 99, the Human Resource Management Division will be conducting Qualifying Examinations for promotion to selected positions. This will be an ideal basis in the determination and selection of the more qualified and deserving candidates for promotion.

Any change of schedule/venue relative to the above will be duly announced. For further details, please call up the Office of the Chief, HRMD at 527-1944, 527-3298 or 527-3622.

*Julia S. Manahan*  
JULIA S. MANAHAN  
Deputy Commissioner *11/6*  
Internal Administration Group