



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

**MASTER COPY**  
*HL*

31 July 2019

**CUSTOMS MEMORANDUM CIRCULAR**  
**NO. 184-2019**

To: The Assistant Commissioner  
All Deputy Commissioners  
All Directors and Division Chiefs  
All District/Port Collectors  
And Others Concerned

**SUBJECT: Vacant Post at the World Customs Organization (WCO)**

Attached is the Note Verbale No. 10250 from the Office of the United Nations and International Organizations, Department of Foreign Affairs (DFA) regarding the vacant post of Deputy Director (Grade A5) in the Compliance and Facilitation Directorate (Facilitation/Procedures), World Customs Organization.

Interested parties may file their application thru the Chief, External Affairs Office, Office of the Commissioner on or before 15 August 2019.

For your information.

For record purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

**REY LEONARDO B. GUERRERO**

Commissioner **AUG 01 2019**



BOC-09-04854

MASTER COPY

Internal  
Received  
Date: 07 28 19  
Time: 3:45

CMCNO-184-2019  
p.2



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

BUREAU OF CUSTOMS  
MESSAGE CENTER  
**RECEIVED**  
JUL 24 2019  
BY: Arwen TIME: 1:52

OFFICE OF UNITED NATIONS AND INTERNATIONAL ORGANIZATIONS

10250

22 July 2019



Sir:

Enclosed is a copy of a letter dated 03 July 2019 from the World Customs Organization (WCO) on the vacancy for the post of Deputy Director (Grade A5) in the Compliance and Facilitation Directorate (Facilitation/Procedures).

The BOC may wish to nominate a candidate for this post and directly submit the application form of the candidate, accompanied by a letter of support by the Bureau to [bernadette.hendrickx@wcoomd.org](mailto:bernadette.hendrickx@wcoomd.org) by **31 August 2019**.

DFA greatly appreciates BOC's continued engagement with WCO.

Very truly yours,  
For the Secretary of Foreign Affairs:

*Noralyn Jubaira-Baja*  
**NORALYN JUBAIRA-BAJA**  
Assistant Secretary

Encls.-a/s.

**COMMISSIONER REY LEONARDO B. GUERRERO**  
Bureau of Customs  
OCOM Building, South Harbor, Gate 3,  
Port Area, Manila

BUREAU OF CUSTOMS  
Central Records Mng't Div.  
**RECEIVED**  
JUL 31 2019  
BY: [Signature] Time: 10:50 am

(rgm/kml) In responding to this letter, please cite the following reference number: L-1-0046-2019

Handwritten notes and scribbles at the bottom right corner.

RECEIVED

2/15

CMC No. 184-2019 p-3

04 -07- 2019



Philippine Embassy/Mission  
WORLD CUSTOMS ORGANIZATION  
ORGANISATION MONDIALE DES DOUANES

Established in 1952 as the Customs Co-operation Council  
Créée en 1952 sous le nom de Conseil de coopération douanière

The Secretary General

19.A.118

Brussels, 3 July 2019.

Dear Director General,

I am writing to inform you that a post of Deputy Director (Grade A5) is vacant in the Compliance and Facilitation Directorate (Facilitation/Procedures).

The Job description is at Annex I.

The Conditions of service are at Annex II.

All applications should be submitted via your office (or an office such as International Customs or Human Resources) and must be accompanied by a notification of support by your Administration. Furthermore, it is requested that you only nominate one candidate per post.

If you wish to nominate a candidate for this post, I should be grateful if you would let me know by 31 August 2019, and return the attached Application Form completed by the candidate by mail or, preferably, by e-mail at : [bernadette.hendrickx@wcoomd.org](mailto:bernadette.hendrickx@wcoomd.org).

Yours sincerely,

Kunio Mikuriya.



CMC No. 184-2019 p.4

Annex I

**JOB DESCRIPTION**

**Post :** Deputy Director (Facilitation/Procedures)  
Compliance and Facilitation Directorate

**Grade :** A5

**Main functions**

Under the direction/guidance of the Director, Compliance and Facilitation :

- Manage the effective administration of the Facilitation/Procedures Sub-Directorate, supervising the staff assigned to the Sub-Directorate and monitoring and controlling their work, against set priorities and timelines.
- Provide leadership, management direction and support to the work of the Technical Officers and Technical Attachés, and Professional Associates, assigned to the Facilitation/Procedures Sub-Directorate in areas, such as :
  - Customs Procedures and Facilitation Instruments related to, for example : Revised Kyoto Convention (RKC), SAFE Framework of Standards (SAFE)/ Supply Chain Security, WTO Trade Facilitation Agreement (TFA), WCO Mercator Programme, Coordinated Border Management, Time Release Study;
  - Customs IT Solutions, including WCO Data Model, Single Window Concept;
  - Customs support in natural disaster relief;
  - Liaison and co-operation with other international organizations;
  - Contributions to other Agencies' initiatives and operations;
  - Organization of international and regional meetings, events and seminars;
  - Planning and managing the meetings of the WCO working bodies in the responsible areas, including the Permanent Technical Committee, SAFE Working Group, TFA Working Group, RKC Management Committee, Information Management Sub-Committee (IMSC);
  - Development of WCO standards, tools and instruments, and provide associated technical assistance and capacity building;
  - Production of the WCO publications relating to trade facilitation and procedures;
  - Supports with events planning and execution based on assignments, such as the Information Technology (TI)/Technology and Innovation (T&I) Conference and the Authorized Economic Operators (AEO) Conference;
  - Support the WCO Fellowship Programmes (English, French and Spanish);
  - Managing Sub-Directorate content for Members' Web site.
- Develop and maintain close working relationships, to efficiently share resources, manage workload and co-ordinate the cross cutting work and activities undertaken within the Compliance and Facilitation Directorate, and with the other Directorates of the WCO.
- The person appointed will also be required to perform such other duties as may be assigned and may be subject to reassignment within the WCO Secretariat.

CMC NO. 184-2019 p.5

## Annex I

Qualifications

- University education or equivalent background.
- Extensive managerial experience, preferably in a Customs administration or in a Customs and trade context.
- Extensive experience with computerization of Customs procedures.
- Comprehensive knowledge of Customs laws and regulations.
- Proven capacity, either in the headquarters of a national administration or in an international organization, to assume responsibilities equivalent to those carried by the post offered.
- Background and experience to be able to manage and direct the detailed studies and projects entailed by the work for which he/she will be responsible.
- Personal qualities such as to ensure the establishment and maintenance of good relations with national and international stakeholders.
- Proficiency in speaking and drafting in one of the official languages of the Organization (English or French) and a good working knowledge of the other. Additional knowledge of other languages may be an asset.
- Good inter-personal skills with the ability to work successfully in a multi-national environment, and with a very diverse group of professionals.
- Demonstrated excellent verbal and written communications skills and public relations skills.
- Experience in using office word processing and information technology.

---

July 2019.

CMC No. 184-2019 p.6

Annex II

CONDITIONS OF SERVICE**Grade : A5**

(The general conditions of service are set out in the WCO Staff Manual, a copy of which has been issued to all Member Administrations.)

Emoluments

At present, the A5 monthly salary scale is € 9,052.63 to € 12,219.43 (11 steps).

Where appropriate, a household allowance of 6 % of the salary and an expatriation allowance of 10 % of basic salary at the first step of the grade for five years, then reduced to zero over five years, are paid in addition. Dependants' and education allowances are available and there are extensive sickness and life insurance schemes. Officials and their dependants are entitled to home leave travel expenses every two years.

All emoluments are free of tax.

Terminal Allowance

A deduction of 9 % is made from the official's salary as a contribution towards the terminal allowance. This allowance is equal to 3 times the official's contributions during the last 12 months of service multiplied by the number of years of service.

By way of example, the monthly net pay of an expatriate official, married with two young children, would be around € 10,300; and on leaving the service after five years, he would be entitled to a terminal allowance of approximately € 163,000.

Duration of appointment

Five years. The first six months of service will be a probationary period.

---

July 2019.

CMC No. 184-2019 p.7

**APPLICATION FOR THE POST OF**  
 .....  
**WITHIN THE WORLD CUSTOMS ORGANIZATION**



WORLD CUSTOMS ORGANIZATION

**1. PARTICULARS**



<b>Family name</b> <i>(in block capitals)</i>	<b>Maiden name</b> <i>(in block capitals)</i>
<b>First name(s)</b> <i>(in block capitals)</i>	<b>Sex</b> <input type="checkbox"/> M <input type="checkbox"/> F
<b>Date of birth</b>	<b>Place of birth</b>
<b>Present nationality<sup>1</sup></b>	<b>Nationality at birth</b>

<sup>1</sup> If your present nationality is different from your nationality at birth, please give details of how and when it was acquired. Please indicate if you possess dual nationality.



*dt*

CMC No. 184-2019 p.8

**2. CONTACT DETAILS**

**Postal address**

.....

.....

.....

**Telephone number(s)**

.....

.....

**E-mail address(es)**

.....

.....

**3. PERSONAL DETAILS**

**Marital status**

Single       Married       Other (please specify) : .....

**Information about your spouse**

Family name and first names(s) : ..... Maiden name :  
 Date of birth : ..... Nationality :  
 Profession : .....

**Dependant(s) (family name, first name, date of birth and relationship)**

.....

.....

.....



CM C No. 184-2019 y.9

**Compulsory military or non-military national service**

Dates and latest rank :  
Outstanding obligations (if applicable) :

**State of health**

Have you ever suffered any serious illness or accident ?  Yes  No  
Do you have a disability that should be taken into consideration ?  Yes  No

If yes, please give details : .....

.....

.....

**Honour(s)**

.....

.....

.....

.....

**Sanction(s)**

Indicate any conviction, administrative sanction or pending case

.....

.....

.....

CMC No. 184-2019 p.10

**4. HIGHER EDUCATION, POST-GRADUATE QUALIFICATIONS, LANGUAGES, IT SKILLS AND PUBLICATIONS**

Name, place and country of university or equivalent	Degree(s), distinction(s) obtained	From	To
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Knowledge of languages			
Mother tongue : .....			
	Read <i>Very well, Well, Fairly well</i>	Write <i>Very well, Well, Fairly well</i>	Speak <i>Very well, Well, Fairly well</i>
English			
French			
Spanish			
Other (1)			
Other (2)			

IT skills
List the word processing and other software with which you are familiar
.....
.....
.....
.....

Publication(s)
Indicate the title of any significant publications you have written (in particular any publications relevant to the post applied for)
.....
.....
.....
.....

emc No. 184-2019 p.11

5. PROFESSIONAL EXPERIENCE

Present post	
Since : .....	Description of your duties ..... ..... .....
Exact title of your post : ..... .....	
Name and contact details of your employer ..... .....	

Previous post	
From : ..... To : .....	Description of your duties ..... ..... .....
Exact title of your post : ..... .....	
Name and contact details of your employer ..... .....	

Previous post	
From : ..... To : .....	Description of your duties ..... ..... .....
Exact title of your post : ..... .....	
Name and contact details of your employer ..... .....	



CMC NO. 184-2019 p.12

Previous post	
From : ..... To : .....	Description of your duties
Exact title of your post : ..... .....	..... ..... .....
Name and contact details of your employer ..... ..... .....	..... ..... .....

Previous post	
From : ..... To : .....	Description of your duties
Exact title of your post : ..... .....	..... ..... .....
Name and contact details of your employer ..... ..... .....	..... ..... .....

Previous post	
From : ..... To : .....	Description of your duties
Exact title of your post : ..... .....	..... ..... .....
Name and contact details of your employer ..... ..... .....	..... ..... .....



*[Signature]* 4/2/15

CMC No. 184-2019 p. 13

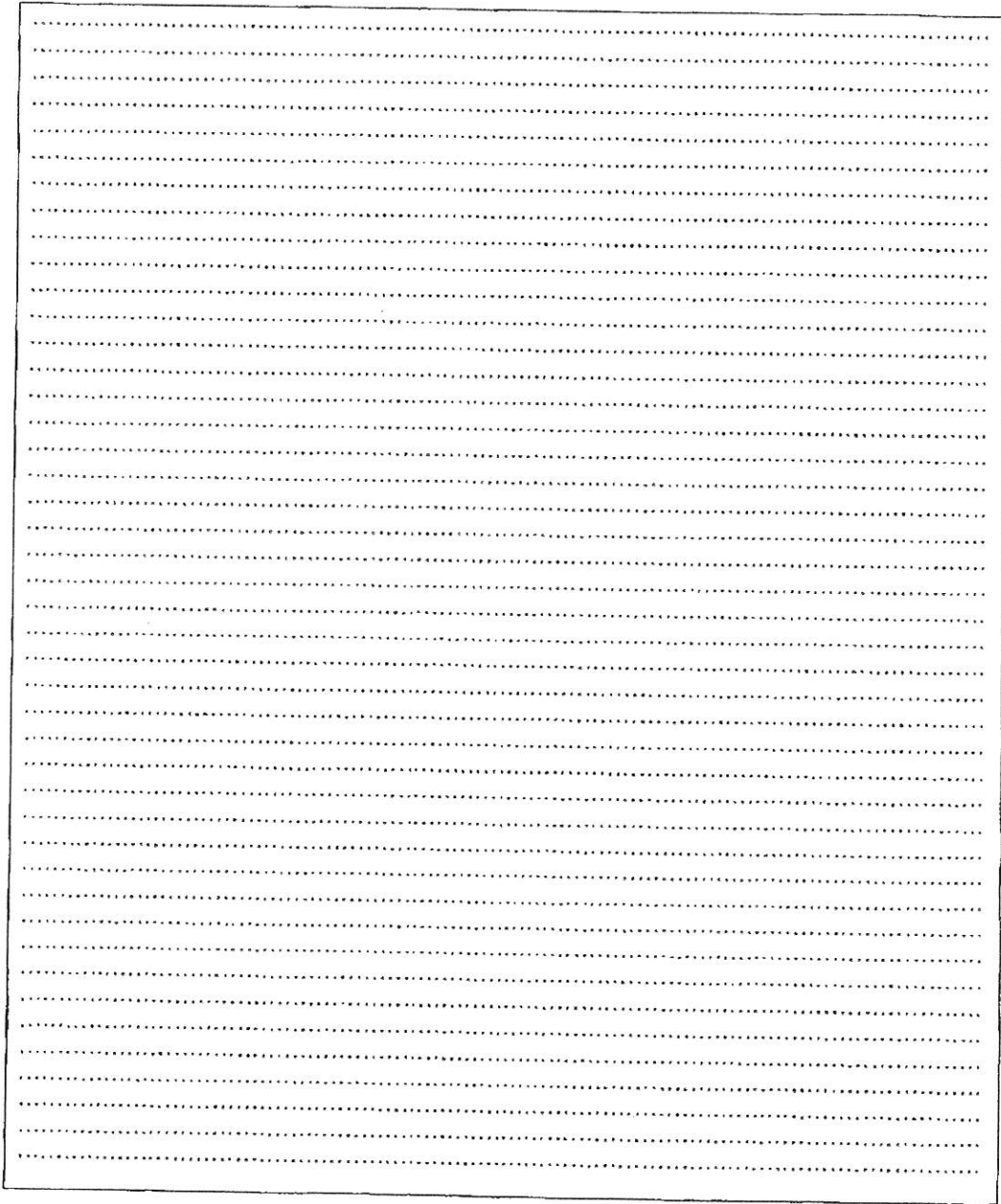
**6. CANDIDATE'S VISION OF THE POST**

Without exceeding the space provided, describe your vision of the post for which you are applying

[A large rectangular area with horizontal dotted lines for writing.]



emc No. 184-2019 p-14



cm c No. 184-2019 p. 15

**7. ADDITIONAL INFORMATION**

**Have you previously applied for employment with the WCO ?**

Yes  No

If yes, provide details :

.....

.....

.....

**Have you lived abroad for any period(s) exceeding 3 months ?**

Yes  No

If yes, provide details :

.....

.....

.....

**Special aptitudes or interests**

.....

.....

.....





CMC No. 184-2019 p.16

**8. REFERENCES**

*Give the names and addresses of three persons, not related to you, who are able to vouch for your qualifications and character.*

FAMILY NAME AND FIRST NAME	OCCUPATION	CONTACT DETAILS <small>Address, telephone number, e-mail</small>

I certify that the statements made by me above are accurate and complete and I undertake to supply, on request, any documentary evidence required in support of them.

I am aware that any misrepresentation or material omission, even unintentional, may result in the rejection of my application or the annulment of any subsequent appointment.

I agree to undergo the medical examination required before any appointment.

.....

(Date)

.....

(Candidate's signature)