



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

**INTERNAL ADMINISTRATION GROUP**  
CENTRAL RECORDS MANAGEMENT DIVISION

May 07, 2019

**The Director**

Office of the National Administrative Register (ONAR)  
UP Law Center Diliman, Quezon City

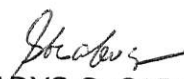
Sir/Ma'am:

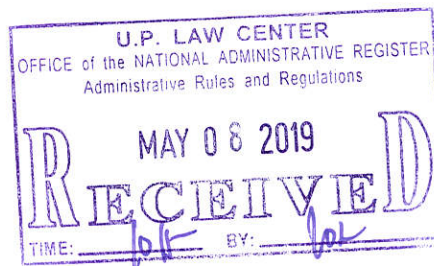
Transmitted are three certified true copies and soft copy (word format in compact disc rewritable) of the following Customs Memorandum Order, to wit:

**CMO 22-2019: AMENDMENT TO CMO 03-2019 DATED FEBRUARY 07, 2019 ENTITLED "REVISED GUIDELINES ON RETENTION/RENEWAL OF JOB ORDER AND/OR CONTRACT OF SERVICE PERSONNEL IN THE BUREAU OF CUSTOMS- CENTRAL OFFICES AND COLLECTION DISTRICTS".**

Thank you.

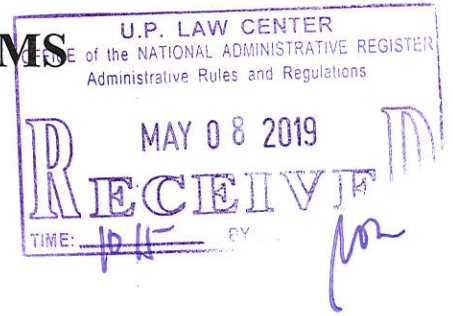
Very truly yours,

  
GLADYS C. CABUGAWAN  
Chief, CRMD





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



24 April 2019

**CUSTOMS MEMORANDUM ORDER**  
 No. 22 - 2019

**SUBJECT :** Amendment to CMO 03-2019 dated February 07, 2019 entitled "Revised Guidelines on Retention/Renewal of Job Order and/or Contract of Service Personnel in the Bureau of Customs – Central Office and Collection Districts"

1.0 In the best interest of service, Section 4 of the Customs Memorandum Order No. 03-2019 dated 07 February 2019 or the *Revised Guidelines on Retention/Renewal of Job Order and/or Contract of Service Personnel in the Bureau of Customs – Central Office and Collection Districts* is hereby amended to read as follows:

"SUBJECT: **REVISED GUIDELINES ON *HIRING, RETENTION/RENEWAL, AND REPLACEMENT* OF JOB ORDER AND/OR CONTRACT OF SERVICE PERSONNEL IN THE BUREAU OF CUSTOMS – CENTRAL OFFICE AND COLLECTION DISTRICTS**

xxx

"Section 4. **GUIDELINES ON *HIRING, RETENTION/RENEWAL, AND REPLACEMENT***

xxx

**"4.9 ONLY THE PRESCRIBED POSITION TITLES INDICATED IN THE ATTACHED MATRIX SHALL BE OBSERVED IN THE HIRING, RETENTION/RENEWAL, AND REPLACEMENT OF ALL PERSONS UNDER CONTRACT OF SERVICE. FURTHER, PAYMENT OF MONTHLY WAGES/SALARIES SHALL NOT EXCEED THE CORRESPONDING AMOUNTS SPECIFIED THEREIN, WITH A PREMIUM OF NOT MORE THAN 20% OF SUCH WAGES/SALARIES, PURSUANT TO THE CIVIL SERVICE COMMISSION-COMMISSION ON AUDIT-DEPARTMENT OF BUDGET AND MANAGEMENT JOINT CIRCULAR NO. 1, S. 2018.**

**"4.10 THE HIRING AND RENEWAL OF INDIVIDUALS ENGAGED THROUGH CONSULTANCY SHALL BE GOVERNED BY REPUBLIC ACT NO. 9184 (GOVERNMENT PROCUREMENT ACT) AND ITS IMPLEMENTING RULES AND REGULATIONS."**

2.0 This Order shall apply retroactively to Contracts of Service issued from January 2019 and thereafter.

**REY LEONARDO B. GUERRERO**  
 Commissioner APR 29 2019

**Certified True Copy**

**Raquel G. De Jesus**  
 SVCOO  
 CRMD - BOC



BOC-03-00738





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

**PRESCRIBED POSITION TITLES AND AUTHORIZED MAXIMUM MONTHLY WAGE/SALARY RELATIVE TO THE HIRING, RETENTION/RENEWAL, AND REPLACEMENT OF ALL PERSONS UNDER CONTRACT OF SERVICE**

NO	POSITION TITLE	MONTHLY WAGE/SALARY	PLACE OF ASSIGNMENT
1	TECHNICAL ASSISTANT	PHP 50,000.00	OFFICE OF THE COMMISSIONER AND GROUPS
2	INFORMATION AND COMMUNICATIONS TECHNOLOGY SPECIALIST	PHP 30,000.00	MANAGEMENT INFORMATION SYSTEMS AND TECHNOLOGY GROUP
3	CONTAINER CONTROL DATA ANALYST	PHP 28,878.00	OFFICE OF THE COMMISSIONER, GROUPS, AND COLLECTION DISTRICTS
4	TECHNICAL STAFF	PHP 25,000.00	GROUPS
5	TECHNICAL SUPPORT STAFF	PHP 25,000.00	GROUPS
6	ADMINISTRATIVE SERVICES ASSISTANT	PHP 25,000.00	OFFICE OF THE COMMISSIONER, GROUPS, AND COLLECTION DISTRICTS
7	CUSTOMS AND TARIFF SPECIALIST II	PHP 23,257.00	ASSESSMENT AND OPERATIONS COORDINATING GROUP
8	ADMINISTRATIVE (SERVICES) OFFICER III	PHP 23,044.00	GROUPS
9	ADMINISTRATIVE (SERVICES) OFFICER I	PHP 22,328.00	OFFICE OF THE COMMISSIONER AND GROUPS
10	RECEPTIONIST	PHP 22,328.00	OFFICE OF THE COMMISSIONER
11	LEAD CLIENT REPRESENTATIVE	PHP 22,328.00	PUBLIC INFORMATION AND ASSISTANCE DIVISION, IAG
12	MULTI-MEDIA DESIGNER/ VIDEOGRAPHER	PHP 22,149.00	PUBLIC INFORMATION AND ASSISTANCE DIVISION
13	ADMINISTRATIVE SERVICES ASSISTANT VI	PHP 20,000.00	OFFICE OF THE COMMISSIONER, GROUPS, AND COLLECTION DISTRICTS

U.P. LAW CENTER  
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER  
Administrative Rules and Regulations

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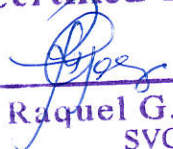
Raquel G. De Jesus  
SVCOO  
CRM, BOC

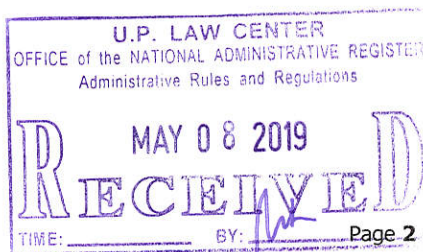


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14	COUNTER-INTELLIGENCE OFFICER	PHP 20,000.00	INTELLIGENCE GROUP
15	EXECUTIVE ASSISTANT	PHP 20,000.00	OFFICE OF THE COMMISSIONER AND GROUPS
16	INTELLIGENCE OFFICER	PHP 20,000.00	INTELLIGENCE GROUP
17	INTELLIGENCE OPERATIVE/ANALYST	PHP 20,000.00	INTELLIGENCE GROUP
18	RESEARCH ASSISTANT III	PHP 20,000.00	OFFICE OF THE COMMISSIONER, GROUPS, AND COLLECTION DISTRICTS
19	STENOGRAPHER	PHP 20,000.00	GROUPS
20	CUSTOMS AND TARIFF SPECIALIST I	PHP 19,620.00	ASSESSMENT AND OPERATIONS COORDINATING GROUP
21	CLIENT SERVICE REPRESENTATIVE	PHP 19,077.00	PUBLIC INFORMATION AND ASSISTANCE DIVISION, IAG
22	ADMINISTRATIVE SERVICES ASSISTANT V	PHP 20,000.00	OFFICE OF THE COMMISSIONER, GROUPS, AND COLLECTION DISTRICTS
23	ADMINISTRATIVE (SERVICES) OFFICER II	PHP 18,549.00	OFFICE OF THE COMMISSIONER AND GROUPS
24	ADMINISTRATIVE SERVICES ASSISTANT IV	PHP 18,000.00	OFFICE OF THE COMMISSIONER, GROUPS, AND COLLECTION DISTRICTS
25	ADMINISTRATIVE SERVICES ASSISTANT I	PHP 17,255.00	OFFICE OF THE COMMISSIONER, GROUPS, AND COLLECTION DISTRICTS
26	ADMINISTRATIVE SERVICES ASSISTANT III	PHP 17,124.00	OFFICE OF THE COMMISSIONER, GROUPS, AND COLLECTION DISTRICTS
27	ASSISTANT LABORATORY TECHNICIAN	PHP 16,986.00	GROUPS AND COLLECTION DISTRICTS

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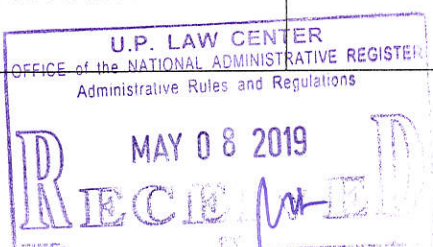




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28	COMPUTER TECHNICIAN/ NETWORK TECHNICIAN	PHP 16,986.00	OFFICE OF THE COMMISSIONER, GROUPS, AND COLLECTION DISTRICTS
29	DATA ENCODER	PHP 16,986.00	OFFICE OF THE COMMISSIONER, GROUPS, AND COLLECTION DISTRICTS
30	LEGAL SERVICE ASSISTANT	PHP 16,986.00	OFFICE OF THE COMMISSIONER, GROUPS, AND COLLECTION DISTRICTS
31	RESEARCH ASSISTANT I	PHP 16,986.00	OFFICE OF THE COMMISSIONER, GROUPS, AND COLLECTION DISTRICTS
32	WRITER/ COMMUNICATIONS PERSON/CONTRIBUTOR	PHP 16,986.00	OFFICE OF THE COMMISSIONER, GROUPS, AND COLLECTION DISTRICTS
33	ANTI-SMUGGLING OPERATIONS COORDINATOR	PHP 15,818.00	OFFICE OF THE COMMISSIONER, GROUPS, AND COLLECTION DISTRICTS
34	ASSISTANT ELECTRONICS AND COMMUNICATION EQUIPMENT TECHNICIAN	PHP 15,818.00	GROUPS AND COLLECTION DISTRICTS
35	DRIVER/COURIER	PHP 15,000.00	OFFICE OF THE COMMISSIONER, GROUPS, AND COLLECTION DISTRICTS
36	ACCOUNTING AIDE	PHP 15,818.00	COLLECTION DISTRICTS
37	BUDGETING ASSISTANT	PHP 15,818.00	COLLECTION DISTRICTS
38	ADMINISTRATIVE SERVICES AIDE	PHP 12,975.00	OFFICE OF THE COMMISSIONER, GROUPS, AND COLLECTION DISTRICTS
39	UTILITY WORKER I	PHP 10,667.00	GROUPS AND COLLECTION DISTRICTS

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*Raquel G. De Jesus*  
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