


**MEMORANDUM**

FOR : ASSISTANT COMMISSIONER
DEPUTY COMMISSIONERS
DISTRICT COLLECTORS

FROM : 
DONATO B. SAN JUAN
Deputy Commissioner
Internal Administration Group

SUBJECT : Updated Guidelines on the Movement (Assignment, Reassignment, and Designation) of any Customs Officer and Employees

DATE : 06 April 2022

- 1.0 Pursuant to Sections 201 (f) and 209 of the Republic Act No. 10863 otherwise known as the Customs Modernization and Tariff Act (CMTA), this Bureau provided a Memorandum reiterating that any order relative to personnel movement-assignment, re-assignment and/or designations—shall strictly be issued by the Commissioner of Customs, with the approval of the Secretary of Finance.¹
- 2.0 Relative thereto, all Heads of Offices are hereby directed to observe the following guidelines to ensure that all offices have optimum workforce to efficiently perform their mandates:
 - 2.1 Submission of Requests for Movement (Assignment, Reassignment, and Designation) of Personnel²
 - 2.1.1 All requests for reassignment and/or designation shall be in the Disposition Form (DF) format addressed to the Deputy Commissioner, Internal Administration Group (IAG), and signed by the Deputy Commissioner or District Collector of the requesting office.
 - 2.1.2 The request shall include the following details, as applicable:

¹ Memorandum No. 2017-12-05 re: Movement (Assignment or Re-assignment and Designation) of any Customs Officer and Employees

² Memorandum dated 05 August 2021 re: Guidelines on the Submission of Requests for Reassignment and Designation of Personnel



- a. Name, position, current and proposed reassignment/designation and office of the personnel subject of the request;
 - b. Context and justification of the proposed movement;
 - c. Specific functions to be performed by the personnel once reassignment/ designated; and
 - d. Contingency plans for offices whose workforce would be affected/ reduced.
- 2.1.3 The Disposition Form containing the request need not include any draft Customs Personnel Order; and
- 2.1.4 All requests that will be forwarded to the Office of the Deputy Commissioner, IAG, shall be subject to evaluation of the Human Resource Management Division (HRMD).
- 2.2 Evaluation of Requests for Movement (Assignment, Reassignment, and Designation) of Personnel
- 2.2.1 The HRMD shall evaluate the requests for movement of personnel in accordance with relevant laws, rules, and regulations.
 - 2.2.2 The HRMD, in coordination with the releasing office, shall ensure that the movement of personnel does not adversely affect the continuous efficient delivery of services to the transacting public by allocating sufficient manpower to the office concerned.
 - 2.2.3 For proposed reassignment of Heads of Offices, the Deputy Commissioner/District Collector of the releasing office shall recommend the replacement of the outgoing officer based on the competency requirements of the position which will be vacated.
- However, in the event that the recommended employee is assigned in other Groups/Ports, the HRMD shall seek concurrence from the Deputy Commissioner/ District Collector of the office where the recommended employee is reporting at the time of request.
- Further, in case of objection from the Deputy Commissioner/ District Collector to whom the employee concerned is reporting, the HRMD shall inform the requesting office of the non-concurrence through a Memorandum.
- 2.2.4 For reassignment/ designation to District Collector, Deputy Collector and Support Collector positions, the Committee on



Reassignment/ Designation shall convene and deliberate the candidates for the vacant positions and submit recommendation to the Commissioner³.

2.3 Preparation and Issuance of Customs Personnel Order

2.3.1 Upon the receipt of concurrence from the releasing/receiving office, the HRMD shall prepare the DF, including the Customs Personnel Order (CPO), within five (5) working days from the receipt of complete documents, relative to the movement of employee concerned.

2.3.2 The DF shall be submitted to the Commissioner for perusal and approval, through the Deputy Commissioner, Internal Administration Group⁴.

2.3.3 Once the Commissioner signed the CPO, the said CPO shall be endorsed for approval of the Secretary of Finance (SOF)⁵, if necessary.

2.3.4 The Commissioner/SOF-approved CPO shall be issued to the employee concerned furnishing the Administrative Unit/Office of the receiving Group/ Port with a copy for implementation.

3.0 Supplemental guidelines on the above matter shall be issued as deemed necessary.

4.0 All orders, memoranda, and issuances inconsistent herewith are hereby repealed and/or deemed modified accordingly.

5.0 This order shall take effect immediately and shall last until revoke.

³ Customs Special Order No. 03-2021 dated 22 December 2020

⁴ Republic Act No. 10863 or the Customs Modernization and Tariff Act (CMTA)

⁵ Republic Act No. 10863 or the Customs Modernization and Tariff Act (CMTA)