

**BUREAU OF CUSTOMS**

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA




PROFESSIONALISM

INTEGRITY

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**MEMORANDUM**

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

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

**SUBJECT :** RENEWAL OF JOB ORDER AND/OR  
CONTRACT OF SERVICE PERSONNEL IN  
THE BUREAU OF CUSTOMS FOR THE PERIOD  
JULY 01, 2022 TO DECEMBER 31, 2022

**DATE :** May 26, 2022

## References:

- Commission on Audit (COA), Department of Budget and Management (DBM) Joint Circular No.2, s.2020 with the subject Updated Rules and Regulations Governing Contract of Service (COS) and Job Order (JO) Workers in the Government; (*Annex A*)
- CMO No. 07-2021 with the subject: Updated Guidelines on the Retention/ Renewal Job Order and/or Contract of Service (COS) Personnel in the Bureau of Customs-Central Office and Collection Districts; (*Annex B*)
- CSO No. 18-2021 with the subject: Delegation of Authority to Sign; (*Annex C*)

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 COS personnel concerned in the Bureau from **July 01, 2022 to December 31, 2022**, may now be processed with the following conditions:

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- 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 ontracts must be the same as that of the position title and salary authorized for the previous contract period (January to June 2022). Change of position title and salary shall not be allowed unless approved by the Deputy Commissioner, IAG, 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. 18-2021, *attached as ANNEX D;*) for each of their respective COS personnel together with the following documentary requirements to be transmitted to the HRMD not later than **June 10, 2022**:
  - 2.1 Six (6) copies of Statement of Functions attached as Annex A of the Contract; (*Annex E*)
  - 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 F*)
  - 2.4 Three (3) original copies of Certificate of Assumption (to be submitted after the assumption date of the concerned COS personnel); (*Annex G*)
  - 2.5 One (1) copy of Performance Certificate; and (*Annex H*)
  - 2.6 One (1) copy of Performance Evaluation (January to June 2022) (*Annex I*)
- 3.0 Relative thereto, all requests for COS/JO personnel shall be endorsed to the Office of the Deputy Commissioner, Internal Administration Group (IAG) through the HRMD, for evaluation.
- 4.0 Please be guided accordingly.