



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

MEMORANDUM

TO : ALL DISTRICT COLLECTORS

FROM : *Amralik*
 GLADYS F. ROSALES, CESE
 OIC – Deputy Commissioner
 Internal Administration Group *at*

SUBJECT : REITERATION OF UNNUMBERED MEMORANDUM
 DATED OCTOBER 30, 2017 RE: HIRING AND
 PROMOTION AS PER BULLETIN OF VACANT
 POSITION AS OF OCTOBER 20, 2017

DATE : November 08, 2017

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1. On October 30, 2017, a memorandum on Hiring and Promotion as of October 20, 2017, requesting the assistance of all Ports in accepting and evaluating applications for promotion and hiring.
 2. Relevant to the above, administrative officers the ports are reminded of the following dates:
 - a. Deadline of Filing of Application : **November 17, 2017**
 for Promotion and Hiring
 - b. Submission of Evaluation Matrix : **November 24, 2017**
 (soft and hard copy in PDF format)

**These deadlines are not extendible.*
 3. Employees who previously applied for promotion in December 12, 2016 to September 11, 2017 hiring and promotion period, but were not yet promoted, and wish to apply for this promotion period shall submit the following documents as necessary:
 - a. New Letter of Intent - Form A (*this may be downloaded from the BOC website*)
 - b. Individual Performance Commitment Report (IPCR) for January to June 2017.
 - c. Personal Data Sheet Revised 2017 – (*if with update from last submission*)
 4. All forms are e-mailed thru the official address of all bureau employees.
 5. For your information and compliance.