

2015-05-004



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE

MISTZ

BUREAU OF CUSTOMS

MANILA 1099

May 11, 2015

MEMORANDUM

FOR : ALL OFFICIALS AND EMPLOYEES
FROM : THE DEPUTY COMMISSIONER, IAG
SUBJECT : SUBMISSION OF UPDATED PERSONAL DATA SHEET

- 1.0 In view of the establishment of a Human Resource Information System (HRIS) facility in the BOC, there is a need to update the personal records of all BOC officials and employees. Relative thereto, all officials and employees are requested to submit their latest Personal Data Sheet (PDS) on or before May 22, 2015 to the Human Resource Management Division.
- 2.0 The PDS shall be completely filled-up and, where applicable, duly supported by certified true copies of pertinent documents, as follows:
 - 2.1 Diploma and transcript of records for recently completed advanced degrees;
 - 2.2 PRC/Bar license;
 - 2.3 Career Executive Service (CES) eligibility;
 - 2.4 Training certificates;
 - 2.5 Awards and other recognition;
 - 2.6 Birth certificate issued by the National Statistics Office (NSO);
 - 2.7 Marriage certificates or annulment/separation papers;
 - 2.8 Adoption papers of children from DSWD for solo parents;
 - 2.9 Pertinent court rulings/decisions for those with administrative cases; and
 - 2.10 Other pertinent documents
- 2.0 Full implementation of the BOC-HRIS shall facilitate the efficient recording and issuance of pertinent personnel records. Please be advised that only declared credentials with supporting documents shall be encoded in the HRIS.
- 3.0 For compliance.


ARTURO M. LACHICA, CESO II