



MEMORANDUM

FOR : **The Deputy Commissioners, Service Directors, District Collectors, Administrative Officers, Personnel Selection Board (PSB) Members and All Others Concerned**

FROM : **CHAIRPERSON**
Central Personnel Selection Board (CPSB)

DATE : **24 February 2016**

SUBJECT : **UPDATES AND CLARIFICATIONS ON CY 2016 PROMOTIONS**

1.0. As a result of the Central Personnel Selection Board (CPSB) deliberations conducted on February 23, 2016, the submission of application for published vacant positions is hereby extended. The said CPSB action is intended to serve justice and equity, and to level the playing field in the promotion process taking into consideration the beneficial interest of all officials and rank-and-file employees.

1.1. All applications shall be submitted to the Human Resource Management Division (HRMD), in four (4) copies, **on or before March 8, 2016**, with the following **required documents**:

- 1.1.1. Letter of Intent (Form A) (Annex A)
- 1.1.2. Original Updated Personal Data Sheet
- 1.1.3. **Authenticated** Certificate of Eligibility or License issued by the Civil Service Commission, Professional Regulations Commission, or the Supreme Court, as appropriate
- 1.1.4. Copy of Transcript of Records
- 1.1.5. Copy of Diploma
- 1.1.6. Certificate of trainings and seminars attended, if any
- 1.1.7. Copy of Customs/Local Personnel Order/s (CPOs/LPOs) indicating designations and/or assignments relevant to the requirement of the position being applied for
- 1.1.8. Performance Evaluation System (PES) forms for the last two rating periods (January to June 2015 and July to December 2015) with attached Individual Performance Commitment Review (IPCR) Targets for the first semester of 2016 (January to June 2016)
- 1.1.9. Ombudsman Clearance to be submitted **until the day of the Competency-based examinations**

Jose C.

- 1.2. If any manifestation or representation made in any of the aforementioned **required documents** is found to be false, fraudulent, faulty, or inaccurate, the application shall be deemed null and void without prejudice to any legal action that this Bureau may pursue against the persons responsible for such misrepresentation.
- 1.3. Application to **only one (1) item number/position** is reiterated accordingly.
- 2.0. Instructions to Group/Local Personnel Selection Boards (G/L PSBs) shall be released consequently.
- 3.0. All applicants who have previously submitted their applications but had a change of mind upon due reflection, are now authorized to revise their respective Letters of Intent indicating new preferred item number/position.
- 4.0. Deliberations of applications for published positions with items numbers that are the subject of the 1st Indorsement dated 02 June 2014 (Annex B) issued by Undersecretary Carlo A. Carag shall be held in abeyance pending resolution of issues related thereto.
 - 4.1. Affected applicants who applied to said positions shall likewise be given the same aforementioned deadline to submit to the HRMD their revised Letters of Intent.
- 5.0. Item Number BOCB-INTEL01-8-2000, Intelligence Officer I, which was also published, will be taken out of the rest of positions to be deliberated upon by the PSB per Order dated 16 June 2014 in S.P. Civil Action No. 12-128083 issued by the Regional Trial Court Branch 11, Manila, granting the motion of Lot K. Abordo to assume the said position.
- 6.0. The schedule of the competency-based examinations shall be announced accordingly.
- 7.0. For guidance and compliance.

[Signature]
EXEQUIEL C. CEMPRON
24 FEB 2016
BUREAU OF CUSTOMS
EXEQUIEL C. CEMPRON
OIC - Deputy Commissioner
Internal Administration Group
2016-000050

**LETTER OF INTENT
(FOR PROMOTION)**

Date:

The Commissioner
Bureau of Customs
Port Area Manila

THRU: THE HUMAN RESOURCE MANAGEMENT DIVISION

Sir/Madam:

I wish to signify my intention to be promoted for the specified item number and position:*

POSITION	GROUP/ OFFICE /PORT	ITEM NUMBER
_____	_____	_____

Attached are four (4) sets of the following documents: (Please tick)

- Original Updated Personal Data Sheet
- Authenticated Certificate of Eligibility or License issued by the Civil Service Commission, Professional Regulations Commission, or the Supreme Court, as appropriate
- Copy of Transcript of Records
- Copy of Diploma
- Copy of Certificate of trainings and seminars attended, if any
- Copy of Customs/Local Personnel Orders (CPOs/LPOs) indicating designations/assignments relevant to the position being applied for
- Performance Evaluation (PES) forms for the last two (2) rating periods (January to June 2015 and July to December 2015) with attached Individual Performance Commitment Review (IPCR) target for the first semester of 2016
- Ombudsman Clearance

Should I qualify to take the competency examination, please note that I am presently assigned at the _____.

Very truly yours,

(Signature above printed name)

**Cellphone number: _____

**Email address: _____

**Only one (1) position/item number shall be indicated.*

***Important for notices.*



Republic of the Philippines
DEPARTMENT OF FINANCE

Roxas Boulevard Corner Pablo Ocampo, Sr. Street
 Manila 1004



1st Indorsement

June 2, 2014

Respectfully returned to Commissioner John P. Sevilla, Bureau of Customs (BOC), Port Area, Manila, for review, consideration and appropriate action, in view of the current return-to-mother-unit and other BOC reform measures, the herein original dockets of proposed appointments, with Proposed Positions and Item Numbers indicated opposite each name of the following appointees:

NAME	POSITION	ITEM NUMBER
LEONITO A. SANTIAGO	Intelligence Officer II	BOCB-INTELO2-4-2000
MEDEN B. TAN	Intelligence Agent II	BOCB-IA2-34-2000
BIENVENIDO L. PLATA II	Special Agent II	BOCB-SPAG2-20-1998
MICHAEL A. TIBAYAN	Special Police Lieutenant	BOCB-SPL-31-1998
ABDILA A. MAULANA, JR.	Special Agent II	BOCB-SPAG2-30-1998
MYRNA C. SANTIAGO	Customs Operations Officer V	BOCB-COPO5-110-1998
FLORANTE C. MACARILAY	Customs Operations Officer V	BOCB-COPO5-24-1998
ERWIN XANDER J. BAUTISTA	Customs Operations Officer V	BOCB-COPO5-32-1998
MARY AILEEN Z. GUINTO	Customs Operations Officer V	BOCB-COPO5-37-1998
JESUS G. LLORANDO	Customs Operations Officer V	BOCB-COPO5-39-1998
ARTHUR G. SEVILLA	Customs Operations Officer V	BOCB-COPO5-46-1998
KHALIL D. MANABILANG	Customs Operations Officer V	BOCB-COPO5-26-1998
MARICHELLE DT. DE VERA	Customs Operations Officer V	BOCB-COPO5-53-1998
ALVIN A. JOTOJOT	Customs Operations Officer V	BOCB-COPO3-199-1998
CLARIBEL O. MENDOZA	Customs Operations Officer V	BOCB-COPO1-328-1998
THOMAS G. MARANAN	Customs Operations Officer V	BOCB-COPO5-11-2010
EDITA YAMBAO	Customs Operations Officer V	BOCB-COPO5-5-1998
AL FERNANDEZ	Customs Operations Officer V	BOCB-COPO5-118-1998
CYRUS GO	Customs Operations Officer III	BOCB-COPO3-528-1998
JAMES CARINGAL	Customs Operations Officer III	BOCB-COPO3-563-1998
MAXIMINO L. ALLANIGUE, JR.	Customs Operations Officer III	BOCB-COPO3-632-1998
ARNEL BIGABAL	Customs Operations Officer III	BOCB-COPO3-610-1998
OLIVER JHUN E. PABLO	Customs Operations Officer III	BOCB-COPO3-626-1998
JOSE JERUS, JR.	Customs Operations Officer III	BOCB-COPO3-527-1998
CAMALODEN MAUTE	Customs Operations Officer III	BOCB-COPO3-663-1998
ALIZAMAN DIMAPORO	Customs Operations Officer III	BOCB-COPO3-653-1998
JESSICA CASTOR	Customs Operations Officer III	BOCB-COPO3-513-1998
FRANCISCO JOSE F. MATUGAS II	Collector of Customs V	BOCB-COC5-14-1998
ARSENIA C. ILAGAN	Collector of Customs V	BOCB-COC5-9-1998
DOMINADOR C. LAYOSA, JR.	Customs Operations Officer II	BOCB-COPO2-40-1998
AMALIA B. APOLONIO	Customs Operations Officer II	BOCB-COPO2-41-1998
EFREN A. CESTINA	Customs Operations Officer II	BOCB-COPO2-42-1998

NAME	POSITION	ITEM NUMBER
MA. TERESITA E. DOMIDER	Customs Operations Officer II	BOCB-COPO2-43-1998
ABNER M. CARANTO	Customs Operations Officer II	BOCB-COPO2-44-1998
LAURO V. DELA CRUZ	Customs Operations Officer II	BOCB-COPO2-45-1998
GLENN G. FRAN	Customs Operations Officer II	BOCB-COPO2-46-1998
RAFAEL C. CARMONA, JR.	Customs Operations Officer II	BOCB-COPO2-47-1998
ARESTIL ARNOLD M. FAMOR	Customs Operations Officer I	BOCB-COPO1-51-2012
VIRGILIO S. CUBILLAN	Customs Operations Officer V	BOCB-COPO5-18-2012
RENEVIC A. SOLIMAN	Customs Operations Officer V	BOCB-COPO5-17-2012
MA. LOURDES G. DEVEZA	Customs Operations Officer III	BOCB-COPO3-45-2012
MARIA ROSE A. GASMEN	Customs Operations Officer III	BOCB-COPO3-576-2012
JAY G. UY	Customs Operations Officer I	BOCB-COPO1-54-2012
ROSALINDA C. MENDOZA	Customs Operations Officer III	BOCB-COPO3-44-2012
JOSE MANUEL B. PUNO	Customs Operations Officer III	BOCB-COPO3-748-1998
MA. REGINA L. BEATO	Customs Operations Officer II	BOCB-COPO2-79-1998
OSWALDO O. GELI	Collector Of Customs IV	BOCB-COC4-4-1998
MA. MELISSA G. OBISPO	Customs Operations Officer III	BOCB-COPO3-731-1998
JENNY ROSE B. AZARCON	Customs Operations Officer I	BOCB-COPO1-169-1998
NERISSA R. BAYANG	Assistant Customs Operations Officer	BOCB-ACOO-133-1998
EDWIN M. CAYANAN	Administrative Assistant II	BOCB-ADAS2-72-2005
CORONADO M. ABARINTOS	Customs Operations Officer V	BOCB-COPO5-19-1998
ELMER S. BAILIO	Customs Operations Officer V	BOCB-COPO5-20-1998
NICANOR M. RAMONEDA	Customs Operations Officer IV	BOCB-COPO4-41-1998
VANZANDT T. REMONDE	Customs Operations Officer III	BOCB-COPO3-776-1998
RAMON V. MANAHAN I	Customs Operations Officer III	BOCB-COPO3-768-1998
DENNIS ARCEO T. ADIZAS	Customs Operations Officer III	BOCB-COPO3-761-1998
RICARDO V. COLLANTES	Customs Operations Officer III	BOCB-COPO3-786-1998
JESSICA L. DELGADO	Customs Operations Officer III	BOCB-COPO3-785-1998
MONISH P. BARAGONA	Customs Operations Officer III	BOCB-COPO3-49-2012
MARIANO DAVID R. LUMINARIAS	Customs Operations Officer III	BOCB-COPO3-50-2012
BONIE ABE U. CUSTODIO	Customs Operations Officer III	BOCB-COPO3-51-2012
ALFREDO M. NAGAC, JR.	Customs Operations Officer II	BOCB-COPO2-94-1998
RENÉ MANUEL A. OCHAVE	Chief Customs Operations Officer	BOCB-CCOO-19-1998
FELIX A. MEJORADO, JR.	Customs Operations Officer I	BOCB-COPO1-53-2012
RAECHELLE B. CUANSO	Customs Operations Officer I	BOCB-COPO1-7-2012
RICO E. REYES, JR.	Customs Operations Officer V	BOCB-COPO5-3-1998

Thank you very much.

By the Authority of the Secretary:

Carlo A. Carag
CARLO A. CARAG

Undersecretary

Revenue Operations and Legal Affairs Group