



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MANILA 1099

MEMORANDUM

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

FROM : **THE OIC-DEPUTY COMMISSIONER**
Internal Administration Group
Chairperson, Central Personnel Selection Board (CPSB)

DATE : **29 April 2016**

SUBJECT : **Addendum to the Instructions to Group/Local (G/L) PSBs**

1.0. In reference to the issued Instructions to Group/Local PSBs dated 18 April 2016 and Memorandum dated 25 April 2016 relative to the Promotions for CY 2016, please be informed of the following supplemental items on the administration of competency-based examinations:

1.1. Written

1.1.1. The Bureau-wide written examination for all qualified applicants, as transmitted by the HRMD, shall push through as scheduled – **14 May 2016 (Saturday)** on various examination centers.

1.1.2. Upon receipt of this memorandum, the District Collectors of all out ports shall be given three (3) working days to formulate and submit specific questions relevant to customs administration, assessment, and operations which might form part of the examination questionnaires. Said questions shall be submitted to the Chairperson, CPSB for review and consolidation.

1.1.3. The G/L PSBs shall be furnished with the results of the written examination. It shall be sent by the HRMD, in MS Excel file format and through electronic mails, to the Deputy Commissioners, District Collectors, and/or their authorized representatives.

2016
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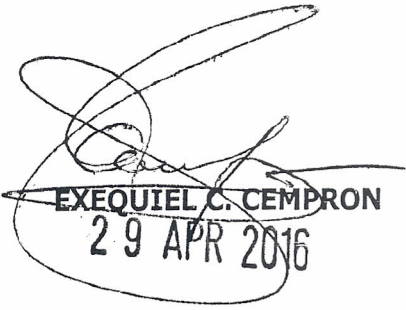
1.2. **Interview**

1.2.1. Interviews to all qualified applicants shall be conducted by the G/L PSBs **upon receipt of the results of the written examination.**

1.2.2. It may be reiterated that applicants shall have their interviews in the groups/ports they applied for.

1.2.3. The accomplished and duly signed Interviewer Score Sheets (*Form C*) and Interview Tally Sheet (*Form D*) shall be submitted by the G/L PSBs to the CPSB, through the HRMD, **ten (10) working days** upon the receipt of the results of the written examination.

2.0. For information, guidance, and compliance.



EXEQUIEL C. CEMPRON
29 APR 2016

cc: THE COMMISSIONER