

2016-12-018



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
MANILA 1099

**MEMORANDUM**

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

FROM : **The Chief, HRMD**  
Head Secretariat  
Central Personnel Selection Board (CPSB)

DATE : **14 December 2016**

SUBJECT : **Instructions to Local Personnel Selection Boards  
(LPSBs)**

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- 1.0. Consistent with the ongoing hiring and promotions in the Bureau, may we respectfully request for the submission of the following documents to the HRMD:
  - 1.1. Summary of all applications received using the attached template (MS Excel file format) through boc.hrmd@gmail.com (Deadline: **15 December 2016, not later than 03:00 p.m.**); and
  - 1.2. Official transmittal of **Item 1.1.** and supporting documents submitted by the applicants i.e., Letter of Intent, Personnel Data Sheet, Individual Performance and Commitment Review (IPCR) (Deadline: **16 December 2016**)
    - 1.2.1. As per CPSB agreement, applications without attached IPCRs shall also be forwarded to the HRMD for evaluation. Further, the HRMD shall issue notice on the deadline for submission of IPCR accordingly.
- 2.0. Collection Districts which have transmitted the above requested documents prior to receipt of this Memorandum shall only be required to comply with Item 1.1.
- 3.0. Please note that only applications for promotions and change of item number shall be forwarded to the HRMD.
- 4.0. CPSB Secretariat shall issue supplemental instructions as deemed necessary.

  
**JOSEPH G. ESCASIO**

*Attachment: as stated*

PORT OF \_\_\_\_\_

NO.	NAME	CURRENT POSITION	PORT/OFFICE	POSITION APPLIED FOR	PORT/ OFFICE
1					
2					
3					
4					
5					

CERTIFIED TRUE AND CORRECT:

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