

2018-12-020

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

MEMORANDUM

TO : THE DEPUTY COMMISSIONER, IAG
ALL DISTRICT AND PORT COLLECTORS
HEAD, XRAY INSPECTION PROJECT (XIP)
CHIEF, HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)

FROM : REY LEONARDO B. GUERRERO
Commissioner

SUBJECT : STAFFING REQUIREMENTS OF THE BUREAU OF CUSTOMS

DATE : December 11, 2018

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Bureau of Customs
REY LEONARDO B. GUERRERO
Commissioner
18-01094
DEC 11 2018

The Bureau is currently addressing the problem of shortage of personnel particularly X-ray Technicians/Operators/Image Analysts. However, considering that these personnel are projected to be deployed in the different Districts and Ports, it would be best if they are locally recruited and hired from respective Districts and Ports. Newly hired personnel will be trained by XIP.

In this regard, District and Port Collectors are directed to hire X-Ray Technicians and other personnel that they may require from their respective localities. For this reason, they shall activate their respective Local Selection Boards (LSBs) to process applicants and submit recommendees for hiring to HR. HR-IAG is hereby directed to coordinate with XIP and other offices to provide Districts/Ports LSBs with a list of qualifications, criteria and other requirements for hiring.

Further, HR-IAG is directed to submit its action plan on filling-up other manpower requirements of the Bureau on or before 17 December 2018 with progress report every week thereafter. This shall include hiring of legal officers, examiners, appraisers and other vacant plantilla positions. The action plan must be executed within three (3) months from the issuance of this order. Therefore, all vacant frontline plantilla positions must be filled up by 15 March 2019, Friday.

IAG is also directed to supervise this undertaking and to look into the need of procuring additional x-ray and other detection machines as well as the optimal number of personnel needed to operate them.

For guidance and strict compliance.