



REPUBLIC OF THE PHILIPPINES  
BUREAU OF CUSTOMS  
MANILA

28 September 2001

CUSTOMS MEMORANDUM ORDER

NO. 25-2001

TO: All Deputy Commissioners  
Service Directors  
District/Port Collectors  
Division Chiefs  
And All Others Concerned

SUBJECT: Amendment to CMO 36-98 on the Rules, Regulations and Procedures in the Reassignment/Designation of Personnel, particularly Item No. 6 thereof

Pursuant to Executive Order No. 39, granting, full autonomy to the Commissioner of Customs in matters of appointment, discipline of customs personnel and other related matters, and in order to facilitate such actions, but without losing control thereof, the following authorities and guidelines concerning designations and reassignment of personnel are hereby prescribed:

1. The concept of reassignment as defined in Rule VII, Section 11 of the Omnibus Rules Implementing Book V of EO 292, defined as the movement of an employee from one organizational unit to another in the same agency not involving a reduction in rank, status or salary shall be considered and strictly adhered to when moving personnel.
2. Likewise, designation in acting capacity shall be issued only when the interest of the service so requires and if there are not enough regularly appointed customs employee available to meet the requirements of the service, in which case such designation shall not exceed ninety (90) days unless sooner terminated. This provision shall be so stated in the Customs Personnel Order.
3. In all cases of designations or reassignments, the consent of the Directors/District Collectors of both the releasing and receiving Service/Collection Districts shall be secured before any such order is issued.
4. To ensure that there will be no overstaffing in the different Collection Districts/Services and that the designation will be in accordance with rules, the following criteria shall be complied with by the Directors/District Collectors in recommending and/or accepting any employee for reassignment/designation:
  - a. The designee meets the minimum requirements of the position to which he/she is to be designated in terms of education, civil service eligibility and experience as certified by HRMD/Administrative Division.
  - b. The concerned employee has no pending administrative case as certified to by the Law Division/Legal Service.

6.4. Designation and reassignment orders of personnel from the level of Customs Operations Officer V, SG-20 and below involving movement within the Collection District and its supports only shall be approved by the concerned District Collector of Customs. The corresponding District Personnel Order shall be prepared and numbered by the District's Administrative Division/Equivalent Unit, copy furnished the Office of the Commissioner and HRMD.

All District Personnel Orders will be subject to evaluation by the Central Office thru the Human Resource Management Division to ensure that such designations/reassignments made is in strict compliance with the criteria enumerated in Item Nos. 1-4 of CMO 30-98 and for an appropriate recommendation by HRMD, if found otherwise.

This order supercedes CMO No. 30-98, dated August 5, 1998 and repeals any other memoranda/authorizations issued which are inconsistent with the provisions of this order.

This order shall take effect immediately.

  
ATTY. TITUS B. VILLANUEVA  
Commissioner