



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

January 25, 2011

CUSTOMS MEMORANDUM ORDER
NO. 5-2011

TO: All Bureau Officials and Employees

SUBJECT: BOC Competency Grid and Realigned Position Description

The Bureau of Customs Competency Grid and Realigned Position Description developed as part of the Competency-Based Human Resource Management System (HRMS), a key deliverable under the EU-Trade Related Technical Assistance (TRTA) Project 2 is hereby adopted and published for implementation.

The BOC Competency Grid specifies the competency requirements for each function performed by the following Functional Groups in the BOC organizational structure:

1. Collection Districts (CDs)
2. Internal Administration Group (IAG)
3. Revenue Collection Monitoring Group (RCMG)
4. Assessment and Operations Coordination Group (AOCG)
5. Intelligence Group (IG)
6. Enforcement Group (EG)
7. Management Information System & Technology Group (MISTG)
8. Post Entry Audit Group (PEAG)

The Competency Grid defines the Key Objectives and Key Performance Areas of each of the functional group and the competencies required for their effective performance, defined at four (4) levels, as follows:

Level 1- are the required basic knowledge and abilities

Level 2 – are the required working knowledge and abilities

Level 3 – are the required thorough knowledge and abilities

Level 4 – are the required expert knowledge and abilities

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The realigned Position Description, on the other hand, translates the competency requirements of each function into the different positions performing such function. Included in the realigned Position Description Data Sheet are the following:

- Nature of Work
- Essential job functions
- CSC Qualification Standards (education, CS eligibility, experience & training)
- Level of General Competencies requirements
- Level of Technical/Functional Competencies requirements

Effective immediately, this Competency Grid and realigned Position Description shall be used by all concerned in the assessment/evaluation of personnel qualifications and competencies for any relevant HR function, such as but not limited to the following:

1. Attendance/Participation to Trainings/Seminars/Workshops
2. Formulation of Individual Training Plan
3. Performance Evaluation
4. Reassignments and Designations
5. Promotions
6. Hiring of new personnel
7. Realignment/Creation of positions
8. Proposals for assignment of salary grades and salary increases

Hence, the Human Resources Management Division (HRMD) shall devise a Competency Statement Sheet to form part of the Personal Data Sheet (PDS, CSC Form 212) being submitted by BOC personnel for the above purposes

• Likewise, all Bureau officials are hereby directed to continually review their respective Competency Grid and Position Description for any proposed revision which should be submitted to HRMD for proper disposition

For proper guidance, briefings shall be conducted by the Interim Training and Development Division (ITDD) on the use of Competency Grid.

For your information and guidance

ANGELITO A. ALVAREZ
Commissioner

