



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

9 January 2015



**CUSTOMS ADMINISTRATIVE ORDER**  
**NO. 02-2015**



**SUBJECT : CLARIFICATIONS ON THE ANTI-NEPOTISM RULES  
ON HIRING UNDER CONTRACT OF SERVICE**

**I. OBJECTIVES**

- 1) To clarify the applicability of the anti-nepotism rules on appointments provided under Customs Administrative Order No. 03-2014 to Contract of Service.
- 2) To prevent disruption in the performance of public functions and rendering of public services due to the non-renewal of contract of services in the Bureau which expired as of 31 December 2014, with the implementation of the anti-nepotism provisions of Customs Administrative Order No. 03-2014.
- 3) To allow the Bureau sufficient time to hire and train new individuals under contract of service to replace those whose contracts may no longer be renewed pursuant to CAO No. 03-2014.
- 4) To allow those under contract of service, whose contracts may no longer be renewed pursuant to CAO No. 03-2014, sufficient time to find alternative employment outside of the Bureau.

**II. GENERAL PROVISIONS**

- 2.1 Subject to existing rules and procedures on selection and hiring, and to the discretion of the appropriate recommending authorities and the Commissioner, all qualified individuals under contracts of service which expired as of 31 December 2014 may, as an exception to the prohibition under CAO No. 03-2014, be allowed renewal of their job contracts with the Bureau, for another term, not exceeding six (6) months.
- 2.2 All contract of service which are renewed under the preceding provision shall no longer be extended after their expiration, unless their disqualification under CAO No. 03-2014 has been removed.

**III. EFFECTIVITY**

This Order shall take effect immediately after its publication in two (2) newspapers of general circulation and after filing three (3) copies thereof with the University of the Philippines (UP) Law Center.



**JOHN P. SEVILLA**  
Commissioner



APPROVED:



**CESAR V. PURISIMA**  
Secretary of Finance

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