



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

November 12, 2015

MEMORANDUM

**FOR : THE DEPUTY COMMISSIONERS
SERVICE DIRECTORS
DISTRICT COLLECTORS
ADMINISTRATIVE OFFICERS
CENTRAL/GROUP/LOCAL PSBS
ALL OTHERS CONCERNED**

**FROM : THE OFFICER-IN-CHARGE
Internal Administration Group**

**SUBJECT : PERFORMANCE EVALUATION FORMS REQUIRED IN APPLYING
FOR PROMOTION**

- 1.0 Upon consultation with the Civil Service Commission relative to the on-going promotion in the Bureau, please be informed that the following forms will be required in processing applications for promotion:
 - 1.1 Performance Evaluation System (PES) Appraisal Report for **July to December 2014** and **January to June 2015**.
 - 1.2 Strategic Performance Management System (SPMS) Individual Performance Commitment and Review Form (IPCR) for **July to December 2015**, which contains targets.
- 2.0 Those who have already submitted their application documents to the Human Resource Management Division (HRMD) or their respective Collection Districts must comply with the above-mentioned requirements on or before November 25, 2015.
- 3.0 For your guidance and compliance.


DIMPNA O. LEJOS