

2016-11-09



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
1099 MANILA

MEMORANDUM

TO : All District Collectors

SUBJECT : Immediate hiring of writers per collection district

DATE : 28 October 2016

As part of its image-building initiatives, the Bureau of Customs is currently enhancing its information dissemination campaign by strengthening its public relations team – particularly adding more people that will work in/assist the Bureau's Public Information and Assistance Division (PIAD).

PIAD is in need of reinforcement in getting details from the collection districts, especially those in the provinces, and so we need each collection district to hire writers who will be sending news and other updates to PIAD regularly.

In this light, we are requesting each collection district to immediately hire a person (Writer/Communications Person) who will do the following tasks:

- to write and photograph events in his/her collection district (including sub-ports)
- to contribute port-related news and feature stories to the Bureau's newsletters, social media accounts, and websites
- to inform PIAD of any announcements or issuances in his/her collection districts (including sub-ports)
- to serve as contact person whenever PIAD will need to reach out to ports

This person shall be under contract of service and shall receive a salary of P17,000.

The person to be hired must be a graduate of any Communications-related course (or has any writing experience in lieu of this qualification), and must be familiar with photography and social media. Fresh graduates may be hired.

PIAD shall assist in reviewing applications and in interviewing potential applicants. PIAD should also be informed once a port has already hired its Writer/Communications Person. For other details, you may coordinate with Mr. Reynaldo Santos, PIAD Chief, at 0917-5075449.

For your compliance.


NICANOR E. FAELDON
Commissioner



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