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

MEMORANDUM

FOR : ALL CHIEF ADMINISTRATIVE OFFICERS OF PORTS/SUB-PORTS AND RESPECTIVE GROUPS; AND OFFICER IN CHARGE OF RESPECTIVE DIVISIONS, SERVICES AND OFFICES

FROM : CHIEF ADMINISTRATIVE OFFICER
Human Resource Management Division

SUBJECT : Issuance of Certification that the services of Job Order/Contract Services Personnel cannot be provided by a Regular Employee

DATE : September 13, 2017

This has reference to the Notice of Suspension issued by the Commission on Audit on August 11, 2017 directed to various Job Order/Contract of Service Personnel of the Bureau. The Notice of Suspension is grounded on the non-submission of these several Job Order/Contract of Service Personnel of certain documentary requirements, one of which is the **Certification by Personnel Officer that the services to be rendered by the Job Order/Contract of Service Personnel is one that cannot be provided by a regular or permanent personnel of the Bureau.**

In view thereof, since the said certification is required as per Notice of Suspension issued by the Commission on Audit, it is hereby required that henceforth, all Job Order/Contract of Service Personnel in the Bureau of Customs shall submit a Certification signed by the Personnel Officer or Head of Office (in case there is no designated Personnel Officer in the division/office where they are assigned) that the services they will render cannot be provided by a regular employee or permanent personnel of the Division or Office of assignment, aside from other documents which are being customarily required.

All Job Order/Contract of Service Personnel are required to submit the said certification together with other customarily required documents before their salary will be processed for releasing.

For strict compliance.

Handwritten signature of Joseph G. Escasio
JOSEPH G. ESCASIO
Chief, HRMD and OIC
Administration Office

Noted:

Handwritten signature of Henry Anthony M. Torres
HENRY ANTHONY M. TORRES
OIC Deputy Commissioner, IAG

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(Name of Group, ex: Internal Administration Group)

CERTIFICATION

This is to certify that the function of -state name-, Contract of Service personnel assigned at the -state office/division- shall render services that cannot be provided by a regular or permanent employee of the Bureau and does not perform functions which are part of the job description of the Bureau's existing regular employees. He is tasked to provide assistance to the _____ which has -state office structure and complement-.

Issued this _____ September 2017.

Name and Signature
of Personnel Officer or Head of Office