



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

05 August 1998

CUSTOMS MEMORANDUM ORDER

NO. 29-98

TO: All Deputy Commissioners
Service/Division Chiefs
District/Deputy/Port Collectors
And All Personnel Concerned

SUBJECT: Individual Rating Criteria for Promotion Purposes

Pursuant to the provisions of CMO 30-94, entitled , Merit Promotion Plan implemented by CMO 30-94, and in order to ensure that the most qualified and competent employee is selected for promotion, the following criteria in the evaluation of candidates are hereby adopted:

I. PERFORMANCE

20 points

To be computed by getting the average of the equivalent points of the last two (2) performance ratings . Equivalent points shall be as follows:

Adjective Rating	Total Score	Equivalent Points
Outstanding	48 pts	= 20
Very Satisfactory	36-47 pts.	= 15
Satisfactory	24-35 pts.	= 10

II. EDUCATIONAL ATTAINMENT

15 points

Graduate of Doctoral/Masteral Course/ and LLB	=	15
Graduate of Bachelor's Degree (four/five yrs. course)	=	13
College Undergraduate	=	8
Graduate of Vocational Course/ High School Graduate	=	6

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III. APPROPRIATE ELIGIBILITY 15 points

Customs Broker/BAR/CPA/Other RA 1080/CES Eligible	=	15
Career Service Professional or its Equivalent	=	13
Career Service Sub-professional or its equivalent	=	10
Third Grade Eligibility or its equivalent	=	8

IV. WORK EXPERIENCE 20 points

- A. Work experience in present position = 10
One point for every year of service
not to exceed 10 points
- B. Work experience to higher position
by virtue of designations = 10
One point for every year of service
in each designation not to exceed
10 points

V. RELEVANT TRAINING 10 points

One point for every relevant training/
seminar (local or foreign) acquired after the
latest approved appointment not to
exceed 10 points

VI. OTHERS 20 points

1. One point for every relevant conference/convention
attended (local or foreign) after the latest
approved appointment not to exceed 5 points
2. One point for every commendation /award (District
Collector/Commissioner/CSC/DOF/
OP/Recognized Associations) given after the
latest approved appointment not to exceed 5 points

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3. Five (5) points for candidate duly recommended by the District Collector/Service Chief
4. Five (5) points for candidate who is next-in-rank in accordance with the BOC System of Ranking pursuant to CMO 28-98.

TOTAL POINTS 100

TEMPORARY DISQUALIFICATION FOR PROMOTION

Pursuant to Item IV.13 of CMO 30-94 , Merit Promotion Plan, the mere filing or pendency of an administrative charge or charges against an employee rightfully entitled to promotion shall not constitute as disqualification or a ban to his/her promotion.

However, any employee found guilty of an administrative case and given a penalty of suspension, shall be disqualified for consideration to promotion within one year after his penalty. This is necessary for the candidate to be able to comply with the performance rating requirements for the last two semesters.

UPDATING OF RECORDS

The validity of this rating system can only be assured if pertinent records of candidates are fully reflected. It is therefore important that each employee shall continually update his/her records incorporated in his 201 file which shall be the basis for information that will be used in this evaluation.

EFFECTIVITY

This order supersedes CMO 34-94 dated August 9, 1994 and shall take effect immediately.


PEDRO C. MENDOZA, JR.
Commissioner