



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

June 23, 2014

CUSTOMS MEMORANDUM ORDER

No. 15-2014

SUBJECT: Revised Guidelines and Procedure in the Hiring and Promotion of Personnel for First and Second Levels of Positions

Pursuant to the provisions of Section 32, Chapter 5, Book V of Administrative Code of 1987 (Executive Order No. 292), Civil Service Commission (CSC) Resolution No. 01-0114 dated January 10, 2001 and CSC Memorandum Circular (MC) No. 3, s. 2001, this Customs Memorandum Order (CMO) hereby establishes the revised guidelines in the hiring and promotion of personnel for appointment to the First¹ and Second² level positions in all Groups, Offices, and Collection Districts of the Bureau of Customs (BOC), for the guidance of all concerned.

1.0 PURPOSE

This Circular is being issued to:

- 1.1 To provide simplified guidelines in the selection of personnel to fill vacant positions in the First and Second levels either through hiring or promotion.
- 1.2 To widen the sphere of selection of personnel and allow the BOC to choose the best qualified applicants for appointment to vacant positions.
- 1.3 To clarify the procedure for screening of applicants and define the responsibilities of the Personnel Selection Boards at the Central, Group, and Local levels.

2.0 BASIC POLICIES

- 2.1 Selection of employees for appointment in the government service shall be open to all qualified men and women according to the principle of merit and

¹ First level positions include positions in clerical, trades and crafts, and custodial services which involve sub-professional work in a non-supervisory or supervisory capacity requiring less than four years of collegiate studies.

² Second level positions include positions in professional, technical and scientific work in non-supervisory or supervisory capacity, up to Division Chief level, requiring at least four years of collegiate studies.

