



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

April 11, 2005

CUSTOMS MEMORANDUM ORDER  
NO. 20-2005

TO: All Bureau Officials and Employees

SUBJECT: Revised Criteria and Methodology in the Selection of Personnel for  
All Levels of Positions

I. Objectives:

1. To more effectively implement the provisions of CSC Memorandum Circular No. 3, s. 2001 and CMO 6-2002, on the Merit Selection Plan (MSP);
2. To ensure that all divisions, services, ports, and subports are complemented with qualified candidates selected based on merit and fitness to the job using objective and multiple evaluation methods; and
3. To set up a selection process that is transparent and consistent with the vision, mission and objectives of the Bureau of Customs and its various divisions, services and ports

II. Scope:

The criteria and methodology prescribed in this order shall be used in the selection of personnel, whether hiring or promotion and whether for first, second or third level positions, as defined in CMO 6-2002.

III. Selection Criteria:

The following criteria shall be used in the evaluation or scoring of candidates for purposes of establishing the ranking of candidates:

1. Education - Ten points for possession of any relevant higher degree than the minimum requirement, e.g. the minimum requirement is Bachelor's degree while the candidates qualification is a Masteral degree, then the candidate gets 10 points.
2. Civil Service Eligibility - Ten points for every CS eligibility higher than the minimum requirement, e.g. the minimum requirement is Career Subprofessional while the candidates eligibility is Career Professional, then the candidate gets 10 points.
3. Experience -
  - a. Two points for every year of service in the present plantilla position
  - b. Two points for every year of service in a designated position which is higher than his plantilla position supported by duly issued Customs Personnel Order

Annex - 20 - 2007

4. Training –
  - a. One point for every membership/chairmanship on official capacity to any internal/external Committee/Study Group/Task Force/Similar Aggrouppation from the date of last promotion supported by duly issued Certificate or Customs Personnel Order
  - b. Two points for every attendance as participant/delegate to relevant training/seminar/workshop/conference, both local and international from the date of last promotion supported by duly issued Certificate or Customs Personnel Order. One point shall be added for every three (3) international training/seminar/workshop/conference attended.
  - c. Three points for every attendance as Speaker/Resource Person/Facilitator to relevant training/seminar/workshop/conference, both local and international from the date of last promotion supported by duly issued Certificate or Customs Personnel Order. One point shall be added for every three (3) international training/seminar/workshop/conference attended
5. Performance – The following shall be the equivalent points for performance which shall be the average of the Total Equivalent Score (TES) of the latest two (2) performance ratings:
  - a. 20 pts. for outstanding performance or average TES of 10
  - b. 15 pts. for very satisfactory performance or average TES of 8 to 9.99
  - c. 6 pts for satisfactory performance or average TES of 6 to 7.99
6. Commendation –
  - a. Three points for every Commendation/Award/Citation given by the District Collector or Commissioner of Customs, directly related to job performance
  - b. Five points for every Commendation/Award/Citation of national or international level, directly related to job performance
7. Recommendation – Ten points if recommended by the Service Director/District Collector during the Board's deliberations

#### IV. Additional Criteria/Methodology

The Personnel Selection Board (PSB), whose functions are defined in CMO 6-2002 is empowered to prescribe additional criteria/methodology which will assist in the identification of the best qualified candidates, such as the following:

1. Age limitation may be prescribed for selected frontline positions especially if the same will be an added value for effective and efficient service.
2. Written Examination shall be given as far as practicable to entry level positions, in which case, the PSB is authorized to create Task Group for this purpose or outsource this process
3. Interview, individual or panel
4. Background check
5. Medical Examination, e.g. Neuro-Psychiatric, Drugs, etc.



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6. For third level positions, include the requirements of CSC MC No. 4 dated May 31, 2001

The PSB shall appropriate the corresponding equivalent points for the above criteria.

V Additional Guidelines on Promotions:

1. 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 should continually update his personnel records. The submission of an updated Personal Data Sheet is therefore required on or before 31 January of each year.
2. An employee shall no longer be considered for promotion six (6) months prior to his compulsory retirement pursuant to CSC-DBM Joint Circular No. 3 dated November 8, 1991, subject of CMC No. 15-92.

VI. Effectivity

This Order shall take effect immediately and shall revoke CMO 16-2002 dated February 15, 2002 and CMO 11-2003 dated May 29, 2003.

  
ALBERTO D. LINA  
Commissioner