

## BUREAU OF CUSTOMS MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



1A G Memo No. 40-2021

#### **MEMORANDUM**

**FOR** 

ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS

ALL ADMINISTRATIVE OFFICERS
CONTRACT OF SERVICE PERSONNEL

**FROM** 

DONATO B. SAN JUAN

Deputy Commissioner

Internal Administration Group

SUBJECT

**UPDATED GUIDELINES ON RETENTION/** 

RENEWAL OF JOB ORDER AND/OR CONTRACT OF SERVICE PERSONNEL IN THE BUREAU OF CUSTOMS

DATE

December 13, 2021

#### References:

- Commission on Audit (COA), Department of Budget and Management (DBM)
  Joint Circular No.2, s.2020 with the subject Updated Rules and Regulations
  Governing Contract of Service (COS) and Job Order (JO) Workers in the
  Government; (Annex A)
- CMO No. 07-2021 with the subject: Updated Guidelines on the Retention/ Renewal Job Order and/or Contract of Service (COS) Personnel in the Bureau of Customs-Central Office and Collection Districts; (Annex B)
- CSO No. 18-2021 with the subject: Delegation of Authority to Sign; (Annex C)

In compliance with the above-cited references, the Bureau shall observe the following guidelines on the engagement of services of the existing COS personnel:

1.0 The initial contract period of the abovementioned COS personnel, which is from January 01, 2022 to June 30, 2022, may now be processed with the following conditions:

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## IAG Memo No. 40 - 202/

- 1.1 Only the COS personnel with existing **approved Contracts** as of even date shall be entitled for renewal for the abovementioned contract period.
- 1.2 The position title and amount of salary to be indicated in the Contracts must be the same as that of the position title and salary authorized for the previous contract period (October to December 2021). Change of position title and salary shall not be allowed unless approved by the Deputy Commissioner, IAG, and Budget Division, subject to availability of funds.
- 2.0 Further, the Office concerned shall prepare six (6) original copies of Contract (new template pursuant to CSO No. 18-2021) for each of their respective COS personnel together with the following documentary requirements (*Annex D*), to be transmitted to the HRMD not later than **December 20, 2021**:
  - 2.1 Six (6) copies of Statement of Functions attached as Annex A of the Contract; (*Annex E*)
  - One (1) duly notarized and properly accomplished Personal Data Sheet (PDS);
  - 2.3 Three (3) original copies of Certification stating that the COS personnel shall made to perform functions which are not part of the job description of the Bureau's existing regular employee; (*Annex F*)
  - 2.4 Three (3) original copies of Certificate of Assumption (to be submitted after the assumption date of the concerned COS personnel); (Annex G)
  - 2.5 One (1) copy of Performance Certificate; and (Annex H)
  - 2.6 One (1) copy of Performance Evaluation (October to December 2021) (*Annex I*)
  - 3.0 Relative thereto, all requests for COS/JO personnel shall be endorsed to the Office of the Deputy Commissioner, Internal Administration Group (IAG) through the HRMD.
- 4.0 Please be guided accordingly.

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#### **CONTRACT OF SERVICE**

KNOW ALL MEN BY THESE PRESENTS:						
This contract made and entered into by and	between:					
The BUREAU OF CUSTOMS (BOC), w represented by its Commissioner, REY representative, hereinafter referred to as	LEONARDO B.	<b>GUERRERO</b>				
NAME OF COS PERSONNEL,	, hereinaf		as the "Seco		postal	address at
WHEREAS, the First Party needs the service OFFICE/DIVISION/PORT;	es of the Second F	arty who sha	all perform the	services as <u>I</u>	POSITION	I TITLE at the
WHEREAS, the Second Party has signified by the latter;	the intention, to w	hich the Firs	t Party has ac	cepted, to p	rovide se	vices needed
WHEREAS, the Second Party possesses the above and attest the following: (a) absence appointing authority or recommending authority absence of the circumstance of previous distribution of the provious distribution of the	of any relation warity of the BOC, or missal from gove	ithin the third or persons e rnment servi	civil degree by cercising immediate the contract of the contra	oy consangu ediate super	iinity or a	ffinity with the er him/her; (b)
NOW, THEREFORE, in consideration of the enter into this Contract whereby:  1. The Second Party specifically under further defined in Annex "A" of this Contract whereby:	rtakes to perform t	he duties and	d responsibilitie	es for the se	rvices stat	ed above and
Collector;  2. The Second Party shall perform the 3. The Second Party shall perform the agreed monthly compensation of P the monthly compensation to be rel.  4. Nothing in this Contract shall create Party. As such, the services render the Second Party;  5. The Second Party shall not be entited the First Party; and  6. This Contract can be terminated at	e services from J ESOS: XXX (Php eased on a semes e an "employer-er red under this con cled to the benefits	ANUARY 01 00) and a mostral basis; mployee" relatract shall no	I, 2022 TO JU onthly premium ationship between the considered moluments en	n equivalent een the First ed as part of	to 5% (fire Party and government)	we percent) of d the Second ent service of
IN WITNESS WHEREOF, the parties have h	ereunto set their h	nands this		at _		
By authority of the Commissioner (BOC C	SO No. 18-2021)		NAME OF G	,		
DONATO B. SAN JUAN Deputy Commissioner, Internal Administr	ation Group		Contract of			
	Witne	sses:				
KHRISTINE JANE V. MELENC Acting Chief, Human Resource Managem		Head of	the Office/ Div	ision Chief/	District Co	ollector
REPUBLIC OF THE PHILIPPINES )	ACKNOWL	EDGMENT				
BEFORE ME, a Notary Public for and in _ appeared:			, this			_ personally
Name Donato B. San Juan	Valid Identification BOC ID NO: 2018 No. of any Govern	3-0292		Place Issue Manila	ed	

No. of any Government Issued ID Known to me and to be the same persons who executed this instrument and they acknowledged to me that the same is their

voluntary act and deed. WITNESS MY HAND SEAL on the date and at the place first above-mentioned Doc. No. \_\_\_

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Series of 2022.



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Contract of Service Personnel:

# BUREAU OF CUSTOMS MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



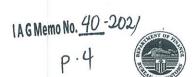
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Head of Office/ Division Chief/ District Collector

ANNEX A

Contract Period: January 01, 2022 to June	30, 2022	
Office Assignment:		
Position:		
Functions:	.5	
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# BUREAU OF CUSTOMS MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

BOC A

PROFESSIONALISM

ACCOUNTABIL

### **CERTIFICATION**

This is to certify that Mr./	Ms, Contract of Service
personnel assigned at the <b>OFFICE</b>	/DIVISION/PORT shall be made to perform
functions which are <b>not</b> part of the	job description of the Bureau's existing regular
employee.	
Issued this day/month/year.	
	Head of Office/ Division Chief/ District Collector



## **BUREAU OF CUSTOMS**





MASTER C

### **CERTIFICATE OF ASSUMPTION**

This is to certify that Mr./ Ms, has assumed his/he
duties and responsibilities as <b>POSITION TITLE</b> at <b>OFFICE/DIVISION/PORT</b> or
the day/month/year, in compliance with the approved Contract of Service with the
Bureau.
Head of Office/ Division Chief/ District Collector



## **BUREAU OF CUSTOMS**

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



### **PERFORMANCE CERTIFICATE**

	This is to	certify t	hat Mr./ Ms.			, contract of servi	ce
personnel	assigned	at the	OFFICE/D	IVISION/PO	RT, h	as <b>outstanding</b> l	y/
satisfacto	orily/ uns	atisfact	orily perform	<b>ned</b> his/ her d	uties a	s <b>POSITION TITL</b>	E.
accomplish	ing manda	ites and	targets by <b>sp</b>			s aided this office ntribution/s of t	
	This cer	tification	is issued to	form part of he	r perfo	ormance evaluation	
			Immediate				
		51	gnature over	printed name			
			Head of	Office			



# BUREAU OF CUSTOMS MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

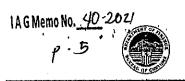
Name:	Immediate Supervisor:
Place of Assignment:	Position:

## **PERFORMANCE EVALUATION**

OUTSTANDING	Outstanding	130% and above	5
SATISFACTORY	Very Satisfactory	115% - 129%	4
	Satisfactory	90% -114%	3
UNSATISFACTORY	Needs Improvement	51% - 89%	2
	Needs Development	50% and below	1

Responsibility Area	Success Indicator	Actual Accomplishment	Rating
i.e Product Data Base of import entries	Produced one (1) accurate consolidated matrix/data base of import entries monthly	A Total of six (6) Data Base of import entries created for the Contract period.	3

Name of Ratee Signature over printed name
Immediate Supervisor Signature over printed name
Head of Office Signature over printed name



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ACCOUNTABILITY

21 January 2021

CUSTOMS SPECIAL ORD NO. 18-2021	DER 
SUBJECT: DELEGATIO	N OF AUTHORITY TO SIGN
following official and perso	service and pursuant to CMO No. <u>07 · 2021</u> , the onnel of the Bureau of Customs are hereby designated as of contracts of personnel under Contract of Service:
1. First Party	Deputy Commissioner,     Internal Administration Group (IAG)
2. Second Party	- Contract of Service Personnel
3. Witness 1	<ul><li>Chief, Human Resource Management Division</li><li>Authorized Representative</li></ul>
4. Witness 2	- Head of the Organizational Unit
This Customs Sne	cial Order shall take effect immediately and shall last unti

This Customs Special Order shall take effect immediately and shall last until revoked.

REY LEONARDO B. GUERRERO

Commissionery JAN 28 2021



Bureau of Customs
CENTRAL RECORDS NOT DIVISION

OF THE ORIGINAL

MARGARET G. MANALAYSAY

Administrative Officer V