



MEMORANDUM

FOR

ALL DEPUTY COMMISSIONERS AND SERVICE DIRECTORS

ALL DISTRICT AND PORT COLLECTORS

ATTN

ALL ADMINISTRATIVE OFFICERS

FROM

GLADYS F. ROSALES, MPA, CESE

Deputy Commissioner A Internal Administration Group

SUBJECT :

RENEWAL OF CONTRACT OF SERVICE PERSONNEL

DATE

December 11, 2017

- 1.0 Following the CMO No. 30-2017 dated December 01, 2017, re: Guidelines on Retention/Renewal Job Order and/ or Contract of Service Personnel in the Bureau of Customs (BOC) Central Office and Collection Districts.
- 2.0 All Offices, Groups and Collection Districts are hereby requested to submit the list of names, together with other pertinent documents of the Contract of Service (COS) Personnel recommended for renewal for the year 2018 using the given format (Annex A) to the Human Resource Management Division (HRMD).
- 3.0 The renewal of COS Personnel must be in accordance with the said CMO which also provides the observance of the following:
 - 6.2.1 The Requesting/Receiving Office shall take charge of:
 - a. Furnishing and submitting request for renewal (Annex A);
 - b. Justifying the need to renew the services of JO/COS personnel; and
 - c. Endorsing the following documents to HRMD:
 - c.1 Original notarized copy of contracts of all JO/COS;
 - c.2 Personal Data Sheet;
 - c.3 Certificate of Assumption; and
 - c.4 Accomplishment Report

XXXXX XXXXX

4.0 In addition to this, the list shall be accompanied with the Certificate of Satisfactory Performance (Annex B) of each Contract of Service Personnel.

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- 5.0 Submission of the list and other documents will be on or before **December 26, 2017**.
- 6.0 Names not included in the list submitted shall deemed terminated and shall not be renewed.

7.0 For guidance and compliance.

ISIDRO S. LAPEÑA, Ph.D, CSEE

Commissioner

Bureau of Customs
ISIDRO S LAPENA
Commissioner

DEC 1 1 2017



Bureau of Customs Contract of Service for Renewal (Group/Port)

	Family Name	First Name	Middle Name	Position	Unit/Office	Start Date of Employment in the BOC	Eligibility	Time Frame/Period of Hiring
1								
2						1		p •
3								<u> </u>
4								
5		2 1 1 2				v .		





CERTIFICATE OF PERFORMANCE

This is to certify that <u>(name of Contract of service)</u> reporting under <u>(office)</u>, has outstandingly/satisfactorily/unsatisfactorily performed his/her duty as <u>(a/an position)</u>.

[In addition, Mr./Ms. Last Name has aided this office in accomplishing its mandates and targets by specify significant contribution/s of the COS during his contract period. ¹]

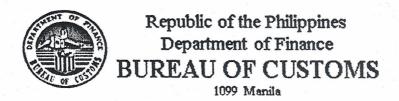
This certification is issued to form part of his/her performance evaluation.

Immediate Supervisor
Signature over printed name

Head of Office
Signature over printed name

Accomplish paragraph two (2) only if the person under contract of service has done an extraordinary contribution to the bureau either i.e. helped in identifying – incidentally – undervalued goods, etc. or aided in major projects/accomplishment of the Bureau.





ACCOMPLISHMENT REPORT

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

Responsibility Area	Success Indicator	Actual Accomplishment	Rating
i.e. Produce Data Base of import entries	Produced one (1) accurate consolidated matrix/data base of import entries monthly	A total of (6) Data Base of import entries created for the period of July - December	3
-			
			X.

Immediate Supervisor
Signature over printed name

Head of Office
Signature over printed name