



**NOTICE TO ALL APPOINTEES TO VARIOUS VACANT POSITIONS  
 IN THE BUREAU OF CUSTOMS**

**CONGRATULATIONS!**

We wish to inform you of your selection for appointment to the following positions:

NO.	NAME	POSITION AND SALARY GRADE	PLACE OF ASSIGNMENT
1	Maca-ayan, Norhaiman Macaindig	Administrative Aide IV/SG-4	Port of Cagayan De Oro
2	Gagante, Princess Joy Castillo	Administrative Officer I/SG-10	Support of Puerto Princesa, Port of Batangas
3	Prieto, Nichole Ellaine Edubala	Administrative Officer I/SG-10	Support of Siain, Port of Batangas
4	Alingan, Abulkair H. Ali	Customs Operations Officer II/SG-13	Port of Zamboanga
5	Herezo, Alyssa Nicole Ciriaco	Accountant II/SG-16	Port of Manila
6	Corpus, Ceasar Timog (Atty.)	Chief Tax Specialist/SG-24	Tax Exempt Division, RCMG

**\*\* nothing follows \*\***

Relative thereto, the Human Resource Management Division (HRMD) shall furnish the appointees concerned with the **Checklist of requirements for the attestation of appointment by the Civil Service Commission (CSC)** via electronic mail. Appointees concerned must submit the complete documents indicated therein to the HRMD Office not later than **December 3, 2021**.

Note that only the appointments of those whose requirements are complied with as instructed shall be processed. Further, the distribution of Notices of Appointment for acknowledgement of the appointees concerned shall be on **December 6, 2021**. Assumption to their respective offices of assignment will be authorized upon the receipt of the appointees of the written copy of Notices of Appointment from the HRMD.

Please be reminded of the following relative provisions of the CSC Memorandum Circular No. 14, s. 2018 (*2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018*),

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*"If the appointee has taken his/her oath office and assumed the duties of the position, he/she shall be entitled to receive his/her salary at once without awaiting the approval/validation of his/her appointment by the Commission."*

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*"An appointment issued by the appointing officer/authority may be cancelled if the appointee does not assume office or report to duty within thirty (30) calendar days from receipt of the written notice of the appointment."*

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# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

Should there be concerns and/or clarifications, please contact Ms. Rocelle Anne Quebec at 09155681758.

Thank you.

Very truly yours,

*(original signed)*

**KHRISTINE JANE V. MELENCIO**

Acting Chief

Human Resource Management Division