



NOTICE TO ALL SELECTED CANDIDATES FOR APPOINTMENT TO VARIOUS POSITIONS IN THE BUREAU OF CUSTOMS

CONGRATULATIONS!

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

NO.	NAME	POSITION AND SALARY GRADE	PLACE OF ASSIGNMENT
1	Gulam, Saadodin Abdullah	Administrative Aide I/SG-1	Subport of Nasipit, Port of Surigao
2	Desor, Gian Carlo Dolozon	Administrative Aide I/SG-1	Subport of Claveria, Port of Aparri
3	Agama, Moamar Manansala	Administrative Aide IV/SG-4	Manila International Container Port
4	Calayan, Errol John Paguio	Administrative Aide IV/SG-4	Manila International Container Port
5	Clement Kriemhild Bolivar	Administrative Aide IV/SG-4	Manila International Container Port
6	Dizon, Eric Cruz	Administrative Aide IV/SG-4	Manila International Container Port
7	Fortunado, Shiela Conchada	Administrative Aide IV/SG-4	Manila International Container Port
8	Garde, Ronald Costales	Administrative Aide IV/SG-4	Manila International Container Port
9	Rosete, Johann Emmanuel Telan	Administrative Aide IV/SG-4	Manila International Container Port
10	Salanguste, Daniel Laurio	Administrative Aide IV/SG-4	Manila International Container Port
11	Tapay, Jennifer Abulog	Administrative Aide IV/SG-4	Manila International Container Port
12	Villegas, Sheelah Ann Cruz	Administrative Aide IV/SG-4	Manila International Container Port
13	Alarcon, John Paolo Manosca	Administrative Aide IV/SG-4	Ninoy Aquino International Airport
14	Manaol, John Joseph David	Administrative Aide IV/SG-4	Ninoy Aquino International Airport
15	Cruz, Edric Ray Alon	Administrative Aide VI/SG-6	Central Records Management Division, Internal Administration Group
16	Amata, Jose Delos Reyes	Administrative Aide VI/SG-6	Manila International Container Port



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



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No.	NAME	POSITION AND SALARY GRADE	PLACE OF ASSIGNMENT
17	Garcia, Karen Joy Salonga	Administrative Aide VI/SG-6	Manila International Container Port
18	Gracia, Jerlina Tugio	Administrative Aide VI/SG-6	Manila International Container Port
19	Falcon, John Rey Mondragon	Administrative Aide VI/SG-6	Ninoy Aquino International Airport
20	Villa, Jannene Angeleque Ulep	Administrative Aide VI/SG-6	Ninoy Aquino International Airport
21	Derogongan, Amerhassan Mortaba	Administrative Assistant II/SG-8	Manila International Container Port
22	Senaca, Joan Najial	Administrative Assistant II/SG-8	Port of Surigao
23	Vinagrera, Lloyd Kevin Alameda	Administrative Assistant II/SG-8	Port of Aparri
24	De Asis, Norman Vicencio	Administrative Assistant II/SG-8	Subport of Parang, Port of Davao
25	Enriquez, Ezra Leonere Gildo	Administrative Officer I/SG-10	Ninoy Aquino International Airport
26	Duran, Harold Bulquiren	Administrative Officer I/SG-10	Subport of Claveria, Port of Aparri
27	Pujeda, Camille Dupaya	Administrative Officer II/SG-11	Accounting Division, Internal Administration Group

**** 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 **March 23, 2021** (supplemental instructions on this will be issued by the HRMD).

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 from **March 26, 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*),



BUREAU OF CUSTOMS

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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."

Should there be concerns and/or clarifications, please contact Ms. Rocelle Anne Quebec at 0915-568-1758.

Thank you.

Very truly yours,

(original signed)

KHRISTINE JANE V. MELENCIO

Acting Chief

Human Resource Management Division