



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 appointment to the following positions:

NO.	NAME	POSITION AND SALARY GRADE	PLACE OF ASSIGNMENT
1	Almonte, Carlo Concepcion	Customs Operations Officer II / SG-13	Manila International Container Port
2	Bautista, Kervin Ian Alonso	Customs Operations Officer II / SG-13	Manila International Container Port
3	Dela Peña, Niña Cheza Amplayo	Customs Operations Officer II / SG-13	Manila International Container Port
4	Domingo, John Lerry Dela Cruz	Customs Operations Officer II / SG-13	Manila International Container Port
5	Leyran, Jay Ann Hernandez	Customs Operations Officer II / SG-13	Manila International Container Port
6	Plaza, Alan Amado Angelo Cañete	Customs Operations Officer II / SG-13	Manila International Container Port

****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 **February 17, 2023**.

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 **February 20, 2023**. 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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Should there be concerns and/or clarifications, please contact **Ms. Krizel Joyce C. Rivera** at **09772466883**.

Thank you.

Very truly yours,

(original signed)

KHRISTINE JANE V. MELENCIO

Acting Chief

Human Resource Management Division