



**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:

<b>NO.</b>	<b>NAME</b>	<b>POSITION AND SALARY GRADE</b>	<b>PLACE OF ASSIGNMENT</b>
1	Magdaong, Danica Faye	Security Guard II / SG-05	Port of Legazpi
2	Buiza, Julius Goyal	Security Guard II / SG-05	Subport of Tabacco, Port of Legazpi
3	Alera, Maria Chiara Belle	Security Guard II / SG-05	Subport of Tabacco, Port of Legazpi
4	Lucman, Serad Bunagwa	Security Guard II / SG-05	Subport of Tabacco, Port of Legazpi
5	Añora, Aileen Dajalos	Security Guard II / SG-05	Subport of Isabel, Port of Tacloban
6	Labesores, Rowell Neri	Security Guard II / SG-05	Subport of Dadiangas, Port of Davao
7	Ramil, Jhuphil Queen Balatero	Security Guard II / SG-05	Subport of Parang, Port of Davao
8	Manalad, Randel Jay Pangilinan	Security Guard II / SG-05	Ninoy Aquino International Airport
9	Lacerna, Manuel Sy	Security Guard II / SG-05	Subport of Puerto Princesa, Port of Batangas
10	Rascal, Almida Baguinda	Assistant Customs Operations Officer / SG-09	Subport of Dadiangas, Port of Davao

***\*\*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 3, 2022**.

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 11, 2022**. 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. Shiela Mae Maulion at 09690379699.

Thank you.

Very truly yours,

***(original signed)***  
**KHRISTINE JANE V. MELENCIO**  
Acting Chief  
Human Resource Management Division