



# BUREAU OF CUSTOMS

*Professionalism Integrity Accountability*



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

### **CONGRATULATIONS!**

We wish to inform you of the issuance of your respective appointments to the following positions:

<b>NO.</b>	<b>NAME</b>	<b>POSITION AND SALARY GRADE</b>	<b>PLACE OF ASSIGNMENT</b>
1	Abarrientos, Jason Joachim Ariscon	Customs Operations Officer IV/ SG-18	Valuation and Classification Division, Imports Assessment Service, Assessment and Operations Coordinating Group
2	Agapito, Marlon Veloso	Customs Operations Officer IV/ SG-18	Valuation and Classification Division, Imports Assessment Service, Assessment and Operations Coordinating Group
3	Encarnado, Julius Romero Renia	Customs Operations Officer IV/ SG-18	Valuation and Classification Division, Imports Assessment Service, Assessment and Operations Coordinating Group
4	Lim, Andrea Marcelo	Customs Operations Officer IV/ SG-18	Valuation and Classification Division, Imports Assessment Service, Assessment and Operations Coordinating Group
5	Valera, Elnora Pacita Llanes	Customs Operations Officer IV/ SG-18	Valuation and Classification Division, Imports Assessment Service, Assessment and Operations Coordinating Group
6	Versoza, Herminio Rommel III Verastigue	Customs Operations Officer IV/ SG-18	Valuation and Classification Division, Imports Assessment Service, Assessment and Operations Coordinating Group
7	Dognidon, Machel Borja	Executive Assistant II/ SG-17	Assessment and Operations Coordinating Group
8	Gumba, Mary Jane Victorino	Executive Assistant II/ SG-17	Revenue Collection Monitoring Group
9	Calang Bryan Daryl Corcuera	Administrative Officer IV/ SG-15	Port of Surigao
10	Tablazon, Michelle Navarro	Executive Assistant I/ SG-14	Manila International Container Port

South Harbor, Gate 3, Port Area, Manila 1099

Tel. Nos 527-4537, 527-1935

Website: [www.customs.gov.ph](http://www.customs.gov.ph) Email: [Boc.cares@customs.gov.ph](mailto:Boc.cares@customs.gov.ph)

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NO.	NAME	POSITION AND SALARY GRADE	PLACE OF ASSIGNMENT
11	Asantor, Denise Alinsod	Customs Operations Officer II/ SG-13	Port Operations Coordinating Division, Port Operations Service, Assessment and Operations Coordinating Group
12	Soriano, Mario Miguel Campos	Customs Operations Officer II/ SG-13	Port Operations Coordinating Division, Assessment and Operations Coordinating Group
13	Bayobo, Angeline Carilo	Customs Operations Officer I/ SG-11	Subport of Jose Panganiban, Port of Legaspi
14	Dela Victoria, Philip Emmanuel Saadvedra	Customs Operations Officer I/ SG-11	Subport of Jolo, Port of Zamboanga
15	Condat, Salvacion B	Customs Operations Officer I/ SG-11	Subport of Tawi-Tawi (Bongao), Port of Zamboanga
16	Bolisay, Nicka Manzon	Statistician I/ SG-11	Auction and Cargo Disposal Division, Port Operations Service, Assessment and Operations Coordinating Group
17	Apor, Clarissa Grace Alag	Administrative Officer I/ SG-10	Port of Limay
18	Mata, Arsenio Jr. Igbalic	Assistant Customs Operations Officer/ SG-09	Port of Surigao
19	Jalaluddin, Damsid Biolnaco	Assistant Customs Operations Officer/ SG-09	Subport of Tawi-Tawi (Bongao), Port of Zamboanga
20	Viloria, Kyle Christian Utayde	Assistant Customs Operations Officer/ SG-09	Subport of Tawi-Tawi (Bongao), Port of Zamboanga
21	Barrocan, Ma Elena Salise	Laboratory Technician I/ SG-06	Valuation and Classification Division, Imports Assessment Service, Assessment and Operations Coordinating Group
22	Villa Agustin, Jheen Chaine Ahmmariey Dela Cruz	Administrative Aide VI/ SG-06	Subport of Mariveles, Port of Limay
23	De Guzman, Ron Jerson Viva	Laboratory Aide II/ SG-04	Valuation and Classification Division, Imports Assessment Service, Assessment and Operations Coordinating Group

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

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In view of the declaration of a State of Public Health Emergency in the country, and the on-going implementation of the Luzon-wide Enhanced Community Quarantine, the Oath Taking Ceremony of the appointees concerned shall be deferred.

Assumption to their respective offices of assignment, on the other hand, will be authorized upon the receipt of the appointees of the copy of Notices of Appointment from the Human Resource Management Division.

Relative thereto, the HRMD shall furnish the appointees concerned with copies of the following documents through the e-mail addresses indicated in the Personal Data Sheets filed at the HRMD:

1. Notice of Appointment; and
2. Checklist of requirements for the attestation of appointment by the Civil Service Commission (CSC).

The appointees concerned shall acknowledge the receipt of said documents for documentation purposes.

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*),

*xxx*

*"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."*

*xxx*

*"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."*

For further details and clarifications, please contact the HRMD immediately at (02) 527-1944 or 527-3622 or send an e-mail to: [hrmd@customs.gov.ph](mailto:hrmd@customs.gov.ph).

Thank you.

Very truly yours,

***(original signed)***

**ATTY. KRIDEN F. BALGOMERA**

Chief

Human Resource Management Division

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