



**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	Cruz, Claribelle Cortez	Administrative Aide II / SG-2	Port of Manila
2	Cerbito, Rakhan Estrellado	Administrative Aide II / SG-2	Port of Manila
3	Mardo, Maria Cecilia Padilla	Administrative Aide II / SG-2	Port of Manila
4	Marcelo, Yvez Mallari	Administrative Aide IV / SG-4	Compliance Assessment Office, Post Clearance Audit Group
5	Nafora, Khrysschell Mae Niño	Administrative Aide IV / SG-4	Subport of Claveria, Port of Aparri
6	Tolentino, Rozette Tomas	Administrative Aide IV / SG-4	Port of Aparri
7	Panela, Czarina Devera	Administrative Officer I / SG-10	Trade Information Analysis Division II, Post Clearance Audit Group
8	Torres, Cedric William Dumancas	Administrative Officer I / SG-10	Audit Division 5, Post Clearance Audit Group
9	Esperas, Nimrode Nimo	Customs Operations Officer I / SG-11	Ninoy Aquino International Airport

*****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 28, 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 **March 31, 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. Krizel Joyce C. Rivera at 0977-246-6883. Thank you.

Very truly yours,

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