



**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 | Arboleda, Marie Janica Dela Cruz | Security Guard II / SG-5 | Port of Manila |
| 2 | Billante, Jayson Gonzales | Security Guard II / SG-5 | Port of Manila |
| 3 | Cabansag, Marlo Sembrano | Security Guard II / SG-5 | Port of Manila |
| 4 | Dela Ganar, Maria Lyn Mallorca | Security Guard II / SG-5 | Port of Manila |
| 5 | Delos Santos, Dhan Jerico Mike Mañosca | Security Guard II / SG-5 | Port of Manila |
| 6 | Elloses, Jerome Quiñonez | Security Guard II / SG-5 | Port of Manila |
| 7 | Figueroa, Cytharae Angela San Miguel | Security Guard II / SG-5 | Port of Manila |
| 8 | Garpida, Leni Geradith Barbacena | Security Guard II / SG-5 | Port of Manila |
| 9 | Germينو, Jellyn Villa | Security Guard II / SG-5 | Port of Manila |
| 10 | Guinoguin, Krister Amor Germise | Security Guard II / SG-5 | Port of Manila |
| 11 | Ignacio, Oliver Gene Layug | Security Guard II / SG-5 | Port of Manila |
| 12 | Jalaluddin, Ibrahim Hakimin | Security Guard II / SG-5 | Port of Manila |
| 13 | Lara, Angel Joseph Gerald Carlos | Security Guard II / SG-5 | Port of Manila |



| NO. | NAME | POSITION AND SALARY GRADE | PLACE OF ASSIGNMENT |
|-----|--|---------------------------|---------------------|
| 14 | Lodea, Paul Joseph Reynales | Security Guard II / SG-5 | Port of Manila |
| 15 | Martin, Dazzel Jean Valdez | Security Guard II / SG-5 | Port of Manila |
| 16 | Samporna, Basher Normuhaymen Jr. Mangorangca | Security Guard II / SG-5 | Port of Manila |

****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 **April 1, 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 **April 4, 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