



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:

NO.	NAME	POSITION AND SALARY GRADE	PLACE OF ASSIGNMENT
1	Berto-Duclan, Sigrid Dong-as	Medical Officer V (Salary Grade 25)	Medical and Dental Division, Internal Administration Group
2	Leneses, Romeo Jr. Buenaventura	Customs Operations Officer V (Salary Grade 20)	Valuation and Classification Division, Imports Assessment Service, Assessment and Operations Coordinating Group
3	Macapagal, Michael Jr. Tulod	Management and Audit Analyst III (Salary Grade 18)	Planning and Policy Research Division, Internal Administration Group
4	Tomas, Jerome Pañares	Management and Audit Analyst III (Salary Grade 18)	Planning and Policy Research Division, Internal Administration Group
5	Bianson, Marinel Nario	Accountant II (Salary Grade 16)	Port of Batangas
6	Alarcon, Nicole Headerre	Administrative Officer III (Salary Grade 14)	Port of Batangas
7	Sulit, Christopher Nhoel Gacalang	Customs Operations Officer II (Salary Grade 13)	Port of Batangas

*** nothing follows ***

In view of the declaration of a State of Public Health Emergency in the country, and the on-going implementation of the NCR-wide General 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.

South Harbor, Gate 5, Port Area, Manila 1099
Tel. Nos 527-4537, 527-1935

Website: www.customs.gov.ph Email: Boc.cares@customs.gov.ph

A Modernized and Credible Customs Administration That is Among the World's Best



BUREAU OF CUSTOMS

Professionalism Integrity Accountability



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.

Thank you.

Very truly yours,


ATTY. KRIDEN F. BALGOMERA
Chief
Human Resource Management Division