


Republic of the Philippines  
**Bureau of Customs**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Bureau of Customs in the CSC website:

  
**Kristine Jane V. Melencio**  
 Date: August 03, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					PLACE OF ASSIGNMENT
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE ASSISTANT II	BOCB-ADAS2-34-2005	8	PHP 17,505.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility		PORT OF LIMAY
2	ADMINISTRATIVE ASSISTANT II	BOCB-ADAS2-35-2005	8	PHP 17,505.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility		SUB-PORT OF MARIVELES
3	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-68-2005	10	PHP 20,219.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		SUB-PORT OF MARIVELES
4	ATTORNEY II	BOCB-ATY2-27-2010	18	PHP 42,159.00	Bachelor of Laws	None required	None required	RA 1080		SUB-PORT OF MARIVELES
5	CUSTOMS OPERATIONS OFFICER III	BOCB-COPO3-214-1998	16	PHP 35,106.00	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		PORT OF LIMAY
6	SECURITY GUARD II	BOCB-SECG2-875-1998	5	PHP 14,641.00	High School Graduate	None required	None required	Security Guard License (MC 11, s. 1996, as amended - Cat. IV)		SUB-PORT OF MARIVELES

The Bureau of Customs highly encourages all interested and qualified applicants including persons with disability (PWD), and members of the indigenous communities irrespective of sexual orientation and gender identity, to apply.

Interested and qualified applicants should signify their interest in writing using the Letter of Intent Forms A or A-I which can be downloaded at [www.customs.gov.ph](http://www.customs.gov.ph).

An applicant shall only apply for one position per publication. In case the applicant has submitted multiple applications under one publication, the first application shall be considered for processing. Attach the following to the Letter of Intent and send to the address below not later than **August 20, 2020** to wit:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (for government employees); and
3. For positions not involving practice of profession: COPY of AUTHENTICATED Certificate of Eligibility with Copy of Official Receipt, preferably issued by the CSC Central Office, or COPY of AUTHENTICATED of Valid Professional License or Certificate of Registration or Report of Rating issued by the Professional Regulations Commission or Supreme Court; or

**KHRISTINE JANE V. MELENCIO**

Acting Chief  
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**APPLICATIONS WITH INCOMPLETE AND NON-COMPLIANT DOCUMENTS SHALL NOT BE ENTERTAINED.**