



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	Ballena, Danilo Guzman (Atty.)	Chief Customs Operations Officer (Salary Grade 24)	Post Clearance Audit Group
2	Mangalindan, Von Joseph David	Chief Customs Operations Officer (Salary Grade 24)	Post Clearance Audit Group
3	Tan, Melvin Sta.Ana (Atty.)	Chief Customs Operations Officer (Salary Grade 24)	Post Clearance Audit Group
4	Villarin, Sabina Santos	Chief Customs Operations Officer (Salary Grade 24)	Post Clearance Audit Group
5	Inducil, Christopher Marcelo (Atty.)	Chief Customs Operations Officer (Salary Grade 24)	Valuation and Coordination Division, AOCG
6	Aragon, Luzviminda Dema-Ala	Chief Customs Operations Officer (Salary Grade 24)	Port Operations Division, AOCG
7	Mella, Danny Javier (Atty.)	Chief Customs Operations Officer (Salary Grade 24)	Export Coordination Division, AOCG
8	Diokno, Jenny Puno (Atty.)	Chief Customs Operations Officer (Salary Grade 24)	Port of Manila
9	Guevarra, Lourdes Tabora	Chief Customs Operations Officer (Salary Grade 24)	Port of Manila
10	Lanuza, Maria Luisa Evangelista	Chief Customs Operations Officer (Salary Grade 24)	Port of Manila
11	Llorando, Jesus Garcia	Chief Customs Operations Officer (Salary Grade 24)	Port of Manila
12	Mates, Crisostomo Valdez	Chief Customs Operations Officer (Salary Grade 24)	Port of Manila
13	Padre, Edgardo Tigolo (Atty.)	Chief Customs Operations Officer (Salary Grade 24)	Port of Manila

South Harbor, Gate 3, Port Area, Manila 1099
Tel. Nos 527-4537, 527-1935

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	NAME	POSITION AND SALARY GRADE	PLACE OF ASSIGNMENT
14	Torralba, Rizalino Jose Calayan	Chief Customs Operations Officer (Salary Grade 24)	Port of Manila
15	Turiano, Gerard Navera (Atty.)	Chief Customs Operations Officer (Salary Grade 24)	Port of Manila
16	Agulan, Rene Corpuz	Chief Customs Operations Officer (Salary Grade 24)	Manila International Container Port
17	Dela Cruz, Allen Sevilla (Atty.)	Chief Customs Operations Officer (Salary Grade 24)	Manila International Container Port
18	Gabiola, Porfirio Cadelina (Atty.)	Chief Customs Operations Officer (Salary Grade 24)	Manila International Container Port
19	Rondina, Joji Josef	Chief Customs Operations Officer (Salary Grade 24)	Manila International Container Port
20	Onia, Ireneo Rada (Atty.)	Chief Customs Operations Officer (Salary Grade 24)	Manila International Container Port
21	Angeles, Henry Damasen	Chief Customs Operations Officer (Salary Grade 24)	Ninoy Aquino International Airport
22	Campos, Danilo Del Mar	Chief Customs Operations Officer (Salary Grade 24)	Ninoy Aquino International Airport
23	Dela Torre, Arnaldo Recalde	Chief Customs Operations Officer (Salary Grade 24)	Ninoy Aquino International Airport
24	Famor, Arnaldo Libradilla	Chief Customs Operations Officer (Salary Grade 24)	Ninoy Aquino International Airport
25	Go, Karen Susan Voces	Chief Customs Operations Officer (Salary Grade 24)	Ninoy Aquino International Airport
26	Mogao, Leon Pakitol (Atty.)	Chief Customs Operations Officer (Salary Grade 24)	Ninoy Aquino International Airport
27	Oquias, Dan Esperanza	Chief Customs Operations Officer (Salary Grade 24)	Ninoy Aquino International Airport
28	Quintana, Roberto Alarcon	Chief Customs Operations Officer (Salary Grade 24)	Ninoy Aquino International Airport

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	NAME	POSITION AND SALARY GRADE	PLACE OF ASSIGNMENT
29	Ugot, Luz Mitra	Chief Customs Operations Officer (Salary Grade 24)	Ninoy Aquino International Airport
30	Velasquez, Edna Fernandez	Chief Customs Operations Officer (Salary Grade 24)	Ninoy Aquino International Airport
31	Yambao, Edita Cruz	Chief Customs Operations Officer (Salary Grade 24)	Ninoy Aquino International Airport

**** 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 Modified Enhanced Community Quarantine, the Oath Taking Ceremony of the appointees concerned shall be deferred.

Relative thereto, the Human Resource Management Division (HRMD) shall furnish the appointees concerned with copies of the following documents through the e-mail addresses indicated in their Personal Data Sheets filed at the HRMD, to be acknowledged by the appointees concerned:

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

Assumption to their respective offices of assignment, on the other hand, will be authorized upon the receipt of the appointees of the original copy of Notices of Appointment from the HRMD, and the complete submission of all necessary requirements to be submitted to the CSC for the attestation of appointment.

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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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,

(original signed)

KHRISTINE JANE V. MELENCIO

Acting Chief

Human Resource Management Division

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