



## **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:

<b>NO.</b>	<b>NAME</b>	<b>POSITION AND SALARY GRADE</b>	<b>PLACE OF ASSIGNMENT</b>
1	Belen, Edna Sta. Juana	Administrative Aide IV (Salary Grade 4)	Management and Technical Staff, Office of the Commissioner
2	Bravo, Robin Cenzone	Administrative Aide IV (Salary Grade 4)	Management and Technical Staff, Internal Administration Group
3	Manalo, Christine Joy Dizon	Administrative Aide IV (Salary Grade 4)	Port of Clark
4	Garcia, Maria Blecille Arante	Administrative Assistant II (Salary Grade 8)	Port of Clark
5	Manalo, Jonalyn Sydney Dizon	Administrative Assistant II (Salary Grade 8)	Port of Clark
6	Foloso, Marife Vecida	Warehouseman III (Salary Grade 11)	Port of Clark
7	Geron, Lorela Fernando	Warehouseman III (Salary Grade 11)	Port of Clark
8	Mercado, Japhet Garcia	Warehouseman III (Salary Grade 11)	Port of Clark
9	Quiambao, Mary Anne Peña	Warehouseman III (Salary Grade 11)	Port of Clark
10	Cababasada, Mary Joy Maghanoy	Warehouseman IV (Salary Grade 13)	Port of Clark
11	Esguerra, Nicole Anne Mojica	Customs Operations Officer I (Salary Grade 11)	Revenue Accounting Division, Revenue Collection Monitoring Group
12	Morales, Meagan Peliño	Customs Operations Officer I (Salary Grade 11)	Revenue Accounting Division, Revenue Collection Monitoring Group



# BUREAU OF CUSTOMS

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NO.	NAME	POSITION AND SALARY GRADE	PLACE OF ASSIGNMENT
13	Navarrete, Alanis Jao	Administrative Officer II (Salary Grade 11)	Human Resource Management Division, Internal Administration Office
14	Tamayo, Edgar Ramizo	Customs Operations Officer II (Salary Grade 13)	Revenue Accounting Division, Revenue Collection Monitoring Group
15	Puno, Jose Manuel Batac	Customs Operations Officer V (Salary Grade 20)	Port of Clark

**\*\* 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 the checklist of requirements for the attestation of appointment by the Civil Service Commission (CSC), through the e-mail addresses indicated in their Personal Data Sheets filed at the HRMD.

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."*

Tel. Nos 527-4537, 527-1935

Website: [www.customs.gov.ph](http://www.customs.gov.ph) Email: [Boc.cares@customs.gov.ph](mailto:Boc.cares@customs.gov.ph)

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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."*

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](mailto:hrmd@customs.gov.ph).

Thank you.

Very truly yours,

*(original signed)*

**KHRISTINE JANE V. MELENCIO**

Acting Chief

Human Resource Management Division

South Harbor, Gate 3, Port Area, Manila 1099

Tel. Nos 527-4537, 527-1935

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