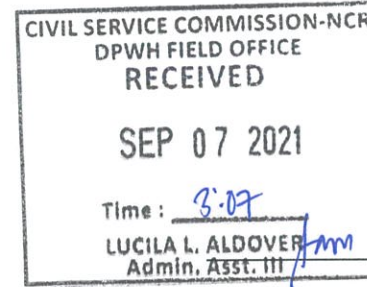


Republic of the Philippines  
**Bureau of Customs**  
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

**Khristine Jane V. Melencio**  
Acting Chief, HRMD  
September 7, 2021

Date:

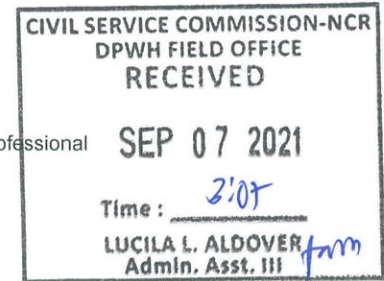
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					PLACE OF ASSIGNMENT
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-290-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		SUB-PORT OF DUMAGUETE
2	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-292-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		SUB-PORT OF DUMAGUETE
3	ASSISTANT CUSTOMS OPERATIONS OFFICER	BOCB-ACOO-121-1998	9	PHP 19,593.00	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 DUMAGUETE
4	CUSTOMS OPERATIONS OFFICER III	BOCB-COPO3-790-1998	16	PHP 36,628.00	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		SUB-PORT OF DUMAGUETE
5	CUSTOMS OPERATIONS OFFICER III	BOCB-COPO3-793-1998	16	PHP 36,628.00	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		SUB-PORT OF DUMAGUETE
6	CUSTOMS OPERATIONS OFFICER IV	BOCB-COPO4-47-1998	18	PHP 43,681.00	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility		SUB-PORT OF DUMAGUETE

"This Bureau complies with the Equal Employment Opportunity Principle (EEO) and highly encourages interested and qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation" (2017 ORAOHRA, as amended and RA 10524)."

Interested and qualified applicants must submit application requirements thru the **BOC ONLINE APPLICATION PORTAL** not later than **September 20, 2021**

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. The following are the application requirements to be uploaded thru the BOC online application portal (<https://iams.customs.gov.ph:25103/Login>), to wit:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
2. Performance rating in the present position for the last rating period, which should be at least Very Satisfactory (shall be required for government employees);
- 3.a. For positions involving practice of profession (e.g. Accountant II, Attorney, Nurse, etc.): AUTHENTICATED and Valid Professional License/ Certificate of Registration/ Report of Rating issued by the Professional Regulations Commission or Supreme Court;
- 3.b. For positions not involving practice of profession: Copy of Certificate of Eligibility;
4. Transcript of Records certified by the School Registrar or by the applicant; and
5. Certificate of Employment for BOC Contract of Service Personnel and External Applicants
6. NBI Clearance valid until June 2022 (for **External Applicants ONLY** to be submitted during examination/interview).



  
**KHRISTINE JANE V. MELENCIO**

Acting Chief  
Human Resource Management Division, Internal Administration Group,  
2/F OCOM Bldg., Bureau of Customs,  
Gate 3, South Harbor, Port Area, Manila  
(02) 5271944/5273622 or thru mobile number 09690379699

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