

BULLETIN OF VACANT POSITIONS IN THE BUREAU OF CUSTOMS AS OF SEPTEMBER 7, 2021

INSTRUCTIONS TO ALL APPLICANTS

for September 7, 2021 Publication

1. All applicants must meet the minimum requirements of vacant position(s).
2. The following are the required application requirements:

APPLICANT	APPLICATION REQUIREMENTS TO BE UPLOADED THRU THE BOC ONLINE APPLICATION PORTAL
BOC Employees	<p>–Filled out Personal Data Sheet (PDS/CS Form 212 Revised 2017) and Work Experience Sheet.</p> <p>–COPY of Authenticated Eligibility or issued by the Civil Service Commission; or COPY of Authenticated License (Rating and Valid Professional License ID) issued by Professional Regulation Commission; or Certificate of Admission to the Philippine Bar issued by the Supreme Court.</p> <p>–COPY Individual Performance Commitment Review Form (IPCR) in the present position for the period July to December 2020 or January to June 2021; rating should be at least Very Satisfactory.</p>
NON – BOC Employees	<p>–Filled out Personal Data Sheet (PDS/CS Form 212 Revised 2017) and Work Experience Sheet.</p> <p>–COPY of Authenticated Eligibility or issued by the Civil Service Commission; or COPY of Authenticated License (Rating and Valid Professional License ID) issued by Professional Regulation Commission; or Certificate of Admission to the Philippine Bar issued by the Supreme Court.</p> <p>–COPY of Performance Appraisal Report for the last rating period (for government employees only) should be at least Very Satisfactory, shall be required.</p> <p>–COPY of Transcript of Record certified by the School Registrar or by the applicant.</p> <p>–COPY of Certificate of Employment for BOC Contract of Service Personnel and External Applicants</p> <p>–COPY of NBI Clearance with validity until June 2022 must be submitted during the schedule of written examination/interview.</p>

“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).”

1. Applications must be submitted through **BOC Online Application Portal**. (Click here to view the BOC Online Process)
2. All supporting documents must be uploaded thru **BOC Online Application Portal** Account of the applicant. (<https://iams.customs.gov.ph:25103/Login>)
3. Applicants are only allowed to apply for **one (1) position per publication**.
4. Applicants who previously applied to the same position as published in the subject publication **MUST** re-submit the required documents as indicated above thru **BOC Online Application Portal**.
5. The deadline of submission of application and requirements is **on/before 20 September 2021 (Monday)**.
6. Pursuant to CMO 27 – 2016, BOC Merit Selection Plan, all candidates for promotion, including qualified next-in-rank, must submit the documentary requirements within the prescribed period. Non – submission of said requirements on time shall mean waiver of their possible promotion.
7. Applicants for promotion must be guided by Sec. 97 Rule IX Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board of the 2017 ORAOHRA, Revised 2018 on the Three – Salary Grade Limitation on Promotion.
8. External recommendations **SHALL NOT** be included in the documents to be submitted for evaluation.
9. Applications from Government Employees who are due for compulsory retirement on/or before March 2022 shall not be processed.
10. Kindly be advised that applications with **INCOMPLETE** requirements will NOT be accepted and processed.
11. Please be reminded that documents submitted to BOC – HRMD shall be deemed property of the Bureau, as such, retrieval and/or pulling – out of the same is subject to approval.

For inquiries contact the BOC Human Resource Merit Promotion and Selection Board (HRMPSB) Secretariat at 09668374445.