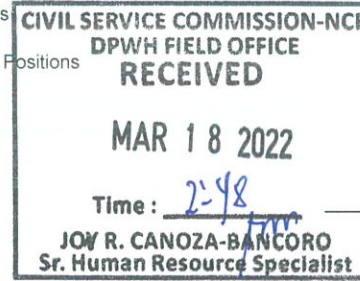


Republic of the Philippines
Bureau of Customs
Request for Publication of Vacant Positions



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:

[Signature]
Christine Jane V. Melencio

Date: March 18, 2022

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 OFFICER I	BOCB-ADOF1-34-2005	10	PHP 22,190.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		CENTRAL RECORDS MANAGEMENT DIVISION - INTERNAL ADMINISTRATION GROUP
2	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-105-2005	10	PHP 22,190.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		PORT OF CAGAYAN DE ORO
3	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-111-2005	10	PHP 22,190.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		ZAMBOANGA INTERNATIONAL AIRPORT
4	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-117-2005	10	PHP 22,190.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		PORT OF CLARK INTERNATIONAL AIRPORT
5	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-58-2005	10	PHP 22,190.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		PORT OF MANILA
6	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-59-2005	10	PHP 22,190.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		PORT OF MANILA
7	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-61-2005	10	PHP 22,190.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		PORT OF MANILA
8	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-63-2005	10	PHP 22,190.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		PORT OF MANILA

9	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-127-2005	10	PHP 22,190.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		FTI CUSTOMS OFFICE - PORT OF MANILA
10	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-74-2005	10	PHP 22,190.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		FTI CUSTOMS OFFICE - PORT OF MANILA
11	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-56-2005	10	PHP 22,190.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		PORT OF MANILA
12	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-62-2005	10	PHP 22,190.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		PORT OF MANILA
13	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-65-2005	10	PHP 22,190.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		PORT OF MANILA
14	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-89-2005	10	PHP 22,190.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		NAIA CUSTOMSHOUSE
15	ADMINISTRATIVE ASSISTANT V	BOCB-ADAS5-23-2005	11	PHP 25,439.00	Completion of two-year studies in college or High School Graduate with relevant vocational / trade course	3 years of relevant experience	16 hours of relevant training	Relevant MC 11 s. 1996 as amended Career Service (Sub-Professional) First Level Eligibility		GENERAL SERVICES DIVISION - INTERNAL ADMINISTRATION GROUP
16	ADMINISTRATIVE ASSISTANT V	BOCB-ADAS5-24-2005	11	PHP 25,439.00	Completion of two-year studies in college or High School Graduate with relevant vocational / trade course	3 years of relevant experience	16 hours of relevant training	Relevant MC 11 s. 1996 as amended Career Service (Sub-Professional) First Level Eligibility		GENERAL SERVICES DIVISION - INTERNAL ADMINISTRATION GROUP
17	ADMINISTRATIVE OFFICER II	BOCB-ADOF2-33-2005	11	PHP 25,439.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		PORT OF MANILA
18	ADMINISTRATIVE OFFICER II	BOCB-ADOF2-34-2005	11	PHP 25,439.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		PORT OF MANILA
19	SENIOR ADMINISTRATIVE ASSISTANT I	BOCB-SADAS1-22-2005	13	PHP 29,798.00	Completion of two-year studies in college or High School Graduate with relevant vocational / trade course	3 years of relevant experience	16 hours of relevant training	Relevant MC 11 s. 1996 as amended Career Service (Sub-Professional) First Level Eligibility		GENERAL SERVICES DIVISION - INTERNAL ADMINISTRATION GROUP

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20	ADMINISTRATIVE OFFICER III	BOCB-ADOF3-31-2005	14	PHP 32,321.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		MANILA INTERNATIONAL CONTAINER PORT
21	ADMINISTRATIVE OFFICER IV	BOCB-ADOF4-17-2005	15	PHP 35,097.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		HUMAN RESOURCE MANAGEMENT DIVISION - INTERNAL ADMINISTRATION GROUP
22	ADMINISTRATIVE OFFICER IV	BOCB-ADOF4-18-2005	15	PHP 35,097.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		HUMAN RESOURCE MANAGEMENT DIVISION - INTERNAL ADMINISTRATION GROUP
23	ADMINISTRATIVE OFFICER IV	BOCB-ADOF4-10-2005	15	PHP 35,097.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		BUDGET DIVISION - INTERNAL ADMINISTRATION GROUP
24	ADMINISTRATIVE OFFICER IV	BOCB-ADOF4-14-2005	15	PHP 35,097.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		ACCOUNTING DIVISION - INTERNAL ADMINISTRATION GROUP
25	ADMINISTRATIVE OFFICER IV	BOCB-ADOF4-47-2005	15	PHP 35,097.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		PORT OF ZAMBOANGA
26	ADMINISTRATIVE OFFICER IV	BOCB-ADOF4-28-2005	15	PHP 35,097.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		MANILA INTERNATIONAL CONTAINER PORT
27	ADMINISTRATIVE OFFICER IV	BOCB-ADOF4-33-2005	15	PHP 35,097.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		PORT OF BATANGAS
28	ADMINISTRATIVE OFFICER IV	BOCB-ADOF4-44-2005	15	PHP 35,097.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		PORT OF SURIGAO
29	ACCOUNTANT II	BOCB-A2-10-1998	16	PHP 38,150.00	Bachelor's Degree In Commerce/ Business Administration Major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080		NAIA CUSTOMSHOUSE
30	ADMINISTRATIVE OFFICER V	BOCB-ADOF5-21-2005	18	PHP 45,203.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility		INTELLIGENCE DIVISION
31	ADMINISTRATIVE OFFICER V	BOCB-ADOF5-18-2005	18	PHP 45,203.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility		MANILA INTERNATIONAL CONTAINER PORT

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32	MANAGEMENT AND AUDIT ANALYST III	BOCB-MAA3-6-1998	18	PHP 45,203.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	ASSESSMENT COORDINATION AND MONITORING DIVISION - AOCG
33	MANAGEMENT AND AUDIT ANALYST IV	BOCB-MAA4-5-1998	22	PHP 69,963.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	ASSESSMENT COORDINATION AND MONITORING DIVISION - AOCG

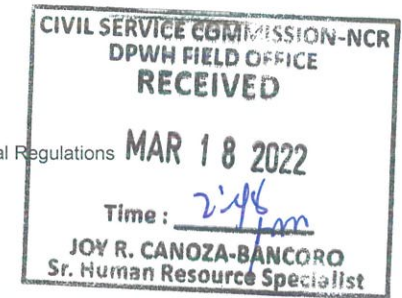
The Bureau of Customs highly encourages all interested and qualified applicants including persons with disability (PWD), and members of the indigenous communities irrespective of sexual orientation and gender identity, to apply.

Interested and qualified applicants must submit application requirements thru the **BOC ONLINE APPLICATION PORTAL** not later than **April 1, 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 **December 2022** (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
 639668374445

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