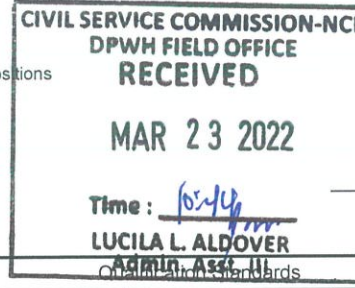


Republic of the Philippines
Bureau of Customs
Request for Publication of Vacant Positions



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:

Date: March 23, 2022
Khristine Jane V. Melencio

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	ACCOUNTANT I	BOCB-A1-9-1998	12	PHP 27,608.00	Bachelor's Degree In Commerce/ Business Administration Major in Accounting	None required	None required	RA 1080		ACCOUNTING DIVISION - INTERNAL ADMINISTRATION GROUP
2	ACCOUNTANT II	BOCB-A2-1-1998	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		ACCOUNTING DIVISION - INTERNAL ADMINISTRATION GROUP
3	ACCOUNTANT IV	BOCB-A4-2-1998	22	PHP 69,963.00	Bachelor's Degree In Commerce/ Business Administration Major in Accounting	3 year of relevant experience	16 hours of relevant training	RA 1080		REVENUE ACCOUNTING DIVISION - REVENUE COLLECTION MONITORING GROUP
4	SUPERVISING ADMINISTRATIVE OFFICER	BOCB-SADOF-5-2005	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		BUDGET DIVISION - INTERNAL ADMINISTRATION GROUP

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 6, 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 OCOB Bldg., Bureau of Customs,
Gate 3, South Harbor, Port Area, Manila
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APPLICATIONS WITH INCOMPLETE AND NON-COMPLIANT DOCUMENTS SHALL NOT BE ENTERTAINED.