



19 January 2023

**NOTICE TO ALL APPLICANTS FOR HIRING AND PROMOTION**  
**RE: SUBMISSION OF APPLICATION REQUIREMENTS FOR SEPTEMBER 2022**  
**PUBLICATION OF VACANT POSITIONS IN BOC**

1. This is to reiterate that the CSC-approved Customs Memorandum Order No. 27 – 2016 otherwise known as the Revised Guidelines and Procedures in Hiring and Promotion of Personnel for First and Second Level Positions, including Executive Managerial Positions, in the Bureau of Customs (BOC), substantially provides in part that:

*6.3.2 x x x an applicant who fails to submit the supporting documents on the set deadline shall be excluded from the evaluation.*

2. Relative thereto, the BOC HRMD has initially evaluated the documentary requirements for August publication submitted by the applicants concerned on or before the set deadline. As per said evaluation, the following applicants were found to have submitted incomplete documents:

**a. Medical Officer III**

APPLICANT NO.	APPLICANT'S NAME	LACKING DOCUMENTS
5327	Guiam, Anna Patricia G.	• Authenticated Copy of PRC ID
23629	Villareal, Karen Jean M.	• No Attachments
23495	Pilapil, Joel M.	• Authenticated Copy of PRC ID

**b. Computer Programmer III**

APPLICANT NO.	APPLICANT'S NAME	LACKING DOCUMENTS
466	Lino, Evan Russel P.	• TOR in Bachelor's Degree • Certificates of Training Relevant to the Job
23378	Merencillo, Ricky C.	• No Attachments • No Details In IAMS
13531	Ismael, Abdullah C.	• No Attachments
23664	Cuaresma, James Paul	• Attach Work Experience Sheet



c. Statistician II

APPLICANT NO.	APPLICANT'S NAME	LACKING DOCUMENTS
1526	Villar, Angelique Anne E.	• Update Details in IAMS
5558	Tamayo, Edgar Jr R.	• No Attachments
23772	Canonigo, Nina Marie A.	• Attach Work Experience Sheet • Attach Relevant Training

3. In this regard, the above-listed applicants will be allowed to re-submit and complete the application requirements thru IAMS within non-extendable period of three (3) calendar days from the date of this notice.
4. Failure to take any action within the said extended submission period shall cause the disqualification of the application.
5. Lastly, all applications relative to the subject publications, whether for hiring or promotion, will be continuously assessed with strict observance to the BOC Merit Selection Plan (MSP) and pertinent Civil Service Commission law, rules and regulations.
6. For information and guidance.

  
**KHRISTINE JANE V. MELENCIO**, dm  
Acting Chief  
Human Resource Management Division