



14 February 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, all applicants are advised to update their details/information in their respective IAMS account, and ensure the completeness and correctness of their application documents prior to the conduct of the preliminary evaluation. Below is the list of application documents to be submitted:
 - 2.1 Duly accomplished Personal Data Sheet (CS Form No. 212)
 - 2.2 Work Experience Sheet (CS Form No. 212)
 - 2.3 Authenticated Copy of Eligibility
 - 2.4 Certified True Copy of Transcript of Records
 - 2.5 Certificate of Trainings
3. In addition, said applicants shall take note of the Position Descriptions (*see Annex A*), which will serve as their guide and basis of comparison of their current functions vis a vis the functions of the positions they are applying for.
4. Further, subject applicants shall ensure the submission and completeness of their application requirements uploaded thru IAMS within non-extendable period of three (3) calendar days from the date of this notice. (*see Annex B for the list of applicants*)



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

5. Lastly, all applications relative to the subject publications, whether for hiring or promotion, will be continuously assessed with strict observance of the BOC Merit Selection Plan (MSP) and pertinent Civil Service Commission law, rules and regulations.
6. For information and guidance.


KHRISTINE JANE V. MELENCIO
Acting Chief
Human Resource Management Division



BRIEF DESCRIPTION OF THE GENERAL FUNCTIONS:

<p>MANAGEMENT AND AUDIT ANALYST II (SG-13)</p>	<ul style="list-style-type: none"> • Performs a wide variety of analytical and administrative duties in support of assigned functions, operations, service and/or division including special projects, research studies, variance analysis and other specialized functions. • Administers and coordinates and performs a variety of contract and grant administration duties; prepares various reports to improve the efficiency and effectiveness of operations; coordinates assigned activities with other departments, divisions, outside agencies, and the general public; and provides basic information and assistance to the public regarding assigned programs and services. • Completes tasks independently but receives direction and oversight from more senior Management & Audit staff and management. Scope of work is broadly defined within a specific business and typically involves more complex processes or issues. In certain cases, will manage the work of a smaller project-specific team. • Performs other related functions as may be required by law, regulations, and higher authorities.
<p>MANAGEMENT AND AUDIT ANALYST III (SG-18)</p>	<ul style="list-style-type: none"> • Performs advanced professional administrative and policy analysis work. Conducts organizational studies and evaluations, in designing systems and procedures. • Supervises the planning, organization and conduct of financial and/or process compliance, investigative and performance audits, program evaluations and analytical activities to study, analyze and review policies, management and operations of governmental agencies, vendors, contractors and other parties that do business with the Bureau of Customs; Plans, assigns and/or supervises the work of others and trains others.



	<ul style="list-style-type: none">• Works under minimal direction with extensive latitude for the use of initiative and independent judgment.• Performs other related functions as may be required by law, regulations, and higher authorities.
ADMINISTRATIVE OFFICER IV (SG-15)	<ul style="list-style-type: none">• Under general supervision and with minimal latitude for the exercise of independent judgment, serves as direct staff of a section/unit head engaged in generally critical but routine work; or performs difficult and responsible sub-professional or professional work requiring training and related experience and a working knowledge of a special subject matter.• Coordinates the work of professional, technical, and non-professional employees• Relies on professional and administrative knowledge.• Work assignments are generally self-planned but require frequent interaction with immediate supervisors.• Work is performed under the general supervision of a higher-level supervisor and is evaluated for effectiveness of operations and accomplishment of goals and objectives. General direction is usually received from section/unit head.• Performs other related functions as may be required by law, regulations, and higher authorities.



LIST OF APPLICANTS FOR VACANT MANAGEMENT AND AUDIT ANALYST II & III AND ADMINISTRATIVE OFFICER IV POSITIONS (SEPTEMBER 9, 2022 PUBLICATION)

a. Management and Audit Analyst II

APPLICANT NO.	APPLICANT'S NAME
759	Abdulmajid, Fatmah A.
3610	Abdulwahab, Talha O.
3668	Agsam, Peter John M.
19289	Alcoran, Erickson M.
3016	Alikhan, Alnihayrie S.
23140	Almeria, Dens Vincent E.
1548	Amerol, Corais M.
8403	Amerol, Sittie Sharine B.
1764	Apolonio, Arabelle B.
10634	Asi, Christine Joy D.
1147	Asuncion, Gerone Duke S.
21378	Bagbagay, Lovel D.
23169	Balina, Namiel Maverick D.
1590	Barbacena, Martin M.
2508	Basir, Hussein G.
23820	Baulo, Zenab C.
2840	Binay, Chona E.
14043	Bolos, Alvin S.
2164	Borcena, Nikki G.
16530	Carumba, Gabriel B.
14128	Cisneros, John Kevin W.
18420	Diaz, Doyle Christian D.
8683	Doctor, Chito S.
23972	Estenzo, Michelle Mae R.
18618	Fedrequilan, Izet Grace A.



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

APPLICANT NO.	APPLICANT'S NAME
13077	Florentino, Dainika Ann C.
17598	Galiza., Roberto Jr. D.
4044	Gonzales, Jacqueline I.
23296	Hadjizaman, Alnor B.
16580	Hernandez, Robert L.
11114	Joslyn, Jan Marvin F.
4164	Lazaga, Cyrruss Jay G.
10613	Libo-On, Erna Grace D.
23472	Lopez, Ferdinand Jr G.
17809	Lungan, Ayrah Trishia C.
15689	Manuel, Jeraldine A.
2414	Martinez, Rhea Zen V.
8637	Mondragon, Jean Kharren D.
23650	Monterde, Jay Adrian I.
23751	Napili, Hazel E.
15282	Nortez, Marius Angelo B.
5274	Pujeda, Camille D.
696	Roldan, Gino S.
1882	Rollan, Princess Katherine R.
14639	Salaño, Rodel O.
4216	Sarcia, Owen S.
15146	Solidum, Giane Paola P.
7634	Talamor, Leidi Daphne C.

b. Management and Audit Analyst III

APPLICANT NO.	APPLICANT'S NAME
13485	Alba, Syrene Jell C.
2506	Alfonso, Alex E.
9618	Arada, Ella Marie A.



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

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ACCOUNTABILITY

APPLICANT NO.	APPLICANT'S NAME
8607	Awak, Muhammad Al Fath A.
6308	Barbacena, Marisol M.
1488	Bautista, Edlyn Paula C.
1311	Bunao, El Jon G.
23126	Cada, Ruby Ann L.
618	Calixihan, Andrew Malcolm S.
13210	Castilla, Priscilla Jane F.
23568	Cayanan, Michael Jones R.
23544	Cruz, Marvin H.
23619	De Vera, Kentmark M.
23620	De Villa, Bien Anthony A.
463	Dungog, Darren V.
23907	Fadallan, Lawrence F.
8099	Figuro, Rachel B.
18481	Garcia, Roberto Jr G.
5125	Gonzales, Remy S.
1281	Laygo, Dan Perry S.
23745	Lipa-Od, Dianne Marie M.
1545	Lunas, Aaron John B.
23662	Omar, Jezam D.
23491	Pacayra, Giovanna P.
23306	Paglicawan, Rose Angeline A.
1451	Pasion, Joan T.
8456	Quijano, Dessa Anne G.
4615	Reolizo, Joel M.
2513	Santicruz-Espejo N/A, Leona Paula R.
18512	Silvidad, Franklin C.
16497	Tilla-In, Michael O.
23207	Tuddao, Romeo Jr B.



APPLICANT NO.	APPLICANT'S NAME
23719	Tugaoen, Francis James T.
8604	Tuliao, Jelica Aubrey S.
5375	Zabala, Jefferson E.
18682	Zambrano, Alexander Jr C.

c. Administrative Officer IV

APPLICANT NO.	APPLICANT'S NAME
23315	Abanilla, Tristan Jake D.
17889	Abellano, Cristopher L.
23360	Abril, Egjie B.
21437	Agua, Chino Angelo S.
17827	Alarilla, Ricardo Louise M.
23280	Albellar, Walter I.
8001	Alcantara, Mary Ann A.
5994	Alegria, Robert Joe J.
15888	Ali, Janina B.
23387	Alikan, Alnirah O.
7659	Amin, Abdu-Razzak M.
23354	Ammar, Mazni J.
23778	Amor, Rolly V.
17942	Andal None, Abdulazis B.
22733	Ansao, Abdel Azis A.
17043	Apigo, Angelo Mari R.
4892	Arenas, Mylene T.
14648	Armesto, Alfredo Jr O.
2776	Bagacina, Penafranzia S.
23524	Baldonado, Jonna F.
15836	Balleza, Jan Christopher M.
1433	Balog, Zyrailou Shayne B.
23908	Baltazar, Jazreel Marah S.



APPLICANT NO.	APPLICANT'S NAME
23371	Bangcola, Mohammad Raif A.
2333	Banquerigo, Edzel E.
23560	Beso, Miles R.
18205	Biliran, Kent Paul C.
23585	Borbe, John Eric P.
23720	Briola, Jeffrey M.
23183	Briones, Albert S.
23611	Buisan, Noor-Ian A.
15901	Cabaruan, Carisma G.
16733	Cabrera, Mark Rogelio V.
23124	Caceres, Oliver B.
17843	Cadugo, Dicyl Ben P.
23422	Cagbabanua, Jeff Kent Rean R.
23301	Cañamo, Arvin C.
23302	Cañamo, Liezl Ann G.
13343	Cantorne, Nimitz Jr T.
437	Capulong, Marie Jho A.
7352	Catangui, Charles Tristan C.
23443	Cayao, Junno C.
10796	Claudio, Beverly R.
1188	Consencino, Ela Ann V.
3613	Cornell, Masiding Jr D.
12682	Coronel, Ferlyn R.
12919	Cortez, Irish Jane T.
21405	Cubillas, Dandee N.
17599	Daguiso, John Patrick B.
23682	Daraug, John Michael D.
3322	Datuharon, Sittie Johaima M.
15974	De Asis, Norman V.



APPLICANT NO.	APPLICANT'S NAME
23831	De Jesus, Anjo R.
8181	Decrepito, Anjanette P.
13162	Del Rosario, Analiza S.
23433	Dela Cruz, Kyle Lewis C.
23231	Demoni, Owen Jacques V.
3022	Derogongan, Suhaine A.
1102	Divinagracia, Vince Karl M.
6030	Domingo, Randy L.
23401	Esmer, Emmanuel L.
16605	Favorito, Jesus Jr. M.
18515	Fernandez, Herra Jane V.
14929	Gaw, Adrian H.
2779	Gomez, Richard A.
10422	Gomonsang, Benhalid S.
16764	Gonzaga, Mhervin M.
2372	Guillermo, Ranzy Jay J.
1853	Guro, Rohaina G.
23523	H Ali, Hairiya O.
1063	H. Abdullah, Mohammad Basha D.
6248	Ho, Irvin Jr J.
17326	Ibrahim, Mohammad S.
23531	Ismael, Hadiza P.
22987	Isturis, Christe T.
677	Lambino, Christian Angelo M.
2780	Roble, Ma. Lanie Mae A.
4159	Laynesa, Rocel P.
23221	Locquiao, Jonas E.
18445	Lucero, Ruben N.
888	Lumansoy, Jephonie G.



APPLICANT NO.	APPLICANT'S NAME
3411	Maca-Ayan, Yasher A.
17064	Macadaag, Alanea D.
15190	Macadindang, Jasmin C.
3730	Macud, Abdulhameyd A.
19374	Madid, Hafsa Aida R.
2279	Mahinay, Venzu P.
6349	Malhi, Sarbjit Singh B.
4757	Malik, Hameeda A.
19611	Mallari, Katrina Mae S.
2244	Mananquil, Laiza B.
14887	Manua, Sittie Fatma A.
9106	Manumbilao, Hanna Lorraine M.
21456	Marbid, Jason M.
7636	Mat Paat, Karlo Jiano B.
1536	Matias, John P.
3170	Melendez, Athena Alexi G.
23508	Mencias, Clariena C.
23984	Millana, Marlo James Ian M.
23284	Mobilla None, Catherine N.
23214	Monib, Walid B.
22877	Naingue, Nemar A.
23496	Naluz, Carmina C.
23497	Nelmida, Jan Micko L.
23406	Ombing, Juls Joseph P.
23543	Ong, Chazee A.
23326	Palaganas, Jonel P.
23490	Palawan, Juhar B.
12915	Pamaong, Jonas Iain B.
10724	Panes, Ralph Julius R.



APPLICANT NO.	APPLICANT'S NAME
13081	Pineda, Shalimar B.
23464	Poliquit, Reymund P.
22789	Pumbaya, Sitty Nor-Aisah M.
6271	Punut, Camaloden N.
11929	Ramos, Floren Jane C.
11929	Ramos, Floren Jane C.
13421	Reyes, Nichole R.
7407	Rosel, Leo Angelo V.
7432	Ruda, Lorenneth Kyril M.
19828	Tana, Jose Boy Jr. S.
23411	Salic, Jamaluden M.
2568	Santua, Raymund Jason P.
20044	Sarong, Khevein D.
2083	Sernada, Dante A.
23413	Sibug, Janice A.
23339	Solaiman, Khalila S.
7828	Suma, Raihanie P.
5494	Taborete, Louise Gwen A.
23348	Tacang, Zillah A.
18648	Taki, Norudin C.
23903	Tolentino, Sharmaine Angelica V.
13722	Traya, Chesa F.
23618	Urma, John Van P.
7159	Viloria, Lakeisha Kyla J.
3843	Yusoph, Jamerah M.
3727	Zamoranos, Diane Marie

***** nothing follows *****