




16 June 2021

NOTICE TO ALL APPLICANTS FOR HIRING AND PROMOTION
RE: SUBMISSION OF INCOMPLETE APPLICATION REQUIREMENTS FOR THE
MAY 12 AND MAY 21, 2021 PUBLICATIONS OF VACANT POSITIONS

1. This is to reiterate that the CSC-approved Customs Memorandum Order No. 27-2016 otherwise known as the Revised Guidelines and Procedures in the 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, this Office has received several requests to allow the submission of application for hiring and promotion beyond the deadline set for the May 12 and May 21, 2021 publications. Said requests are being made mainly due to the failure of the applicants to submit their complete application requirements within the allowed period thru the Internal Administration Management System.
3. Relatedly, applicants, who submitted their application requirements on or before the deadline fixed by the subject publication but thereafter informed of their disqualification by reason of incomplete requirements, **will be allowed to re-submit and complete the same within non-extendable period of three (3) calendar days from receipt of Disqualification Notice.**
4. However, failure to take any action within the extended period provided above, the application as originally filed shall serve as basis for evaluation.
5. Lastly, all applications, whether for hiring or promotion, subsequent to the subject publication will be treated with strict observance of the Civil Service Commission law, rules and regulations. All applicants are encouraged to familiarize themselves with the online application procedure recently established by BOC.
6. For information and guidance.


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