



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
MANILA 1099

**NOTICE TO ALL APPOINTEES TO VARIOUS POSITIONS  
IN THE BUREAU OF CUSTOMS**

**CONGRATULATIONS!**

We wish to inform you of the issuance of your respective appointments to the following positions on the date specified below:

<b>NO.</b>	<b>NAME</b>	<b>POSITION AND SALARY GRADE</b>	<b>PLACE OF ASSIGNMENT</b>	<b>DATE OF APPOINTMENT</b>
1	Ducay, Rey Q.	Administrative Assistant II/SG-08	Human Resource Management Division, Internal Administration Group	November 06, 2019
2	Herezo, Alyssa Nicole C.	Accountant I/SG-12	Accounting Division, Internal Administration Group	November 06, 2019
3	Dimangadap, Samim G.	Customs Operations Officer II/SG-13	Sub-port of North Harbor, Manila International Container Port	November 06, 2019
4	Lunas, Aaron John B.	Accountant II/SG-16	Accounting Division, Internal Administration Group	November 06, 2019
5	Lawas, Lloyd Joseph N.	Customs Operations Officer III/SG-16	Sub-port of Mactan, Port of Cebu	November 06, 2019
6	Sy, Jee Ralf C.	Customs Operations Officer III/SG-16	Sub-port of Mactan, Port of Cebu	November 06, 2019
7	Villamar, Laurentino Jr. I.	Customs Operations Officer III/SG-16	Sub-port of Mactan, Port of Cebu	November 06, 2019
8	Valenzuela, Dianne S.	Executive Assistant II/SG-17	Internal Administration Group	November 06, 2019
9	Zapata, Joseph Samuel V.	Attorney II/ SG-18	Appellate Division, Revenue Collection Monitoring Group	November 06, 2019
10	Sioson, Chanelle Florida M.	Attorney II/ SG-18	Appellate Division, Revenue Collection Monitoring Group	November 06, 2019
11	Perlas, Janelle P.	Attorney II/ SG-18	Prosecution and Litigation Division, Revenue Collection Monitoring Group	November 06, 2019



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12	Torralba, Joseph Christopher T.	Attorney II/ SG-18	Prosecution and Litigation Division, Revenue Collection Monitoring Group	November 06, 2019
13	Vispo, Virson A.	Attorney II/ SG-18	Prosecution and Litigation Division, Revenue Collection Monitoring Group	November 06, 2019
14	Padilla, Kayrel V.	Attorney II/ SG-18	Prosecution and Litigation Division, Revenue Collection Monitoring Group	November 06, 2019
15	Yumul, Wally Ann D.	Attorney II/ SG-18	Ruling and Research Division, Revenue Collection Monitoring Group	November 06, 2019
16	Evangelista, Margie Joy R.	Accountant III/SG-19	Accounting Division, Internal Administration Group	November 06, 2019
17	Vista, Kristin May Luba	Executive Assistant III/SG-20	Office of the Commissioner	November 06, 2019
18	Aguinaldo, Melissa G.	Attorney III/SG-21	Appellate Division, Revenue Collection Monitoring Group	November 06, 2019
19	Aldave, Maria Minerva B.	Attorney III/SG-21	Appellate Division, Revenue Collection Monitoring Group	November 06, 2019
20	Chua, Katrina Pearl C.	Attorney III/SG-21	Prosecution and Litigation Division, Revenue Collection Monitoring Group	November 06, 2019
21	Yambao, Karen Anne E.	Attorney III/SG-21	Ruling and Research Division, Revenue Collection Monitoring Group	November 06, 2019
22	Dizon, Julius A.	Attorney III/SG-21	Ruling and Research Division, Revenue Collection Monitoring Group	November 06, 2019
23	Chavez, Raul Jr. B.	Attorney IV/SG-23	Appellate Division, Revenue Collection Monitoring Group	November 06, 2019

*\*\* nothing follows \*\**



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On **November 11, 2019, MONDAY**, you are directed to be present during the Flag Raising Ceremony at the OCOM Grounds, BOC Compound, Gate 3, South Harbor, Port Area, Manila for your Oath Taking Ceremony. **Please be there in any *White Business Casual Attire* no later than 7:00 a.m.**

Please proceed to the Human Resource Management Division, 2F OCOM Building, South Harbor, Port Area Manila on the same day at **2:00 p.m.** as regards the distribution of Notices of Appointment and checklist of requirements relative to the attestation of appointment papers by the Civil Service Commission (CSC).

Further, please be reminded of the following relative provisions of the CSC Memorandum Circular No. 14, s. 2018 (*2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018*),

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*"If the appointee has taken his/her oath office and assumed the duties of the position, he/she shall be entitled to receive his/her salary at once without awaiting the approval/validation of his/her appointment by the Commission."*


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*"An appointment issued by the appointing officer/authority may be cancelled if the appointee does not assume office or report to duty within thirty (30) calendar days from receipt of the written notice of the appointment."*

For further details and clarifications, please immediately contact the HRMD at (02) 527-1944 or 527-3622 or send an e-mail to: [hrmd@customs.gov.ph](mailto:hrmd@customs.gov.ph).

Thank you.

Very truly yours,

  
**DONATO B. SAN JUAN**  
Deputy Commissioner  
Internal Administration Group  
