

Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
1099 Manila

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

**CONGRATULATIONS!**

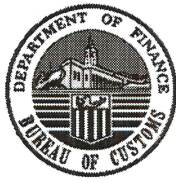
We wish to inform you of the issuance of your respective appointments to the following positions on the dates specified below:

<b>NO.</b>	<b>NAME</b>	<b>POSITION AND SALARY GRADE</b>	<b>PLACE OF ASSIGNMENT</b>	<b>DATE OF APPOINTMENT</b>
1	Mundina, Christopher D.	Administrative Aide I (SG-01)	Port of San Fernando	September 24, 2019
2	Gubaten, Annelida M.	Administrative Aide I (SG-01)	Airmail Distribution Center, Ninoy Aquino International Airport	September 24, 2019
3	Bañez, Jervy R.	Administrative Aide I (SG-01)	General Services Division, Internal Administration Group	September 24, 2019
4	De Guzman, Vina B.	Administrative Aide I (SG-01)	General Services Division, Internal Administration Group	September 24, 2019
5	Santiago, Ma. Armilanie C.	Administrative Aide I (SG-01)	General Services Division, Internal Administration Group	September 24, 2019
6	Delos Reyes, Ricardo H.	Administrative Aide I (SG-01)	Human Resource Management Division, Internal Administration Group	September 24, 2019
7	Espiritu, Angelito H.	Administrative Aide I (SG-01)	Public Information and Assistance Division, Internal Administration Group	September 24, 2019
8	Aniceto, Ardale N.	Administrative Aide I (SG-01)	Central Records Management Division, Internal Administration Group	September 24, 2019
9	Ricohermoso, Lea Marie P.	Administrative Aide I (SG-01)	Central Records Management Division, Internal Administration Group	September 24, 2019



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10	Zamoranos, Zeus C.	Administrative Aide II (SG-02)	MIA Domestic Airpot, Ninoy Aquino International Airport	September 24, 2019
11	Garcia, Geraldine S.	Administrative Aide II (SG-02)	General Services Division, Internal Administration Group	September 24, 2019
12	Luna, James Paul S.	Administrative Aide II (SG-02)	General Services Division, Internal Administration Group	September 24, 2019
13	Cristobal, Mikee M.	Administrative Aide II (SG-02)	Human Resource Management Division, Internal Administration Group	September 24, 2019
14	Morallos. Gary V.	Administrative Aide II (SG-02)	Public Information and Assistance Division, Internal Administration Group	September 24, 2019
15	Collado, Arnolfo C.	Administrative Aide II (SG-02)	Ruling and Research Division, Revenue Collection Monitoring Group	September 24, 2019
16	Demesa, Rhia Catherine U.	Administrative Aide II (SG-02)	Tax Exempt Division, Revenue Collection Monitoring Group	September 24, 2019
17	Leogo, Alexander A.	Administrative Aide II (SG-02)	Ruling and Research Division, Revenue Collection Monitoring Group	September 24, 2019
18	Romero, Regina A.	Administrative Aide II (SG-02)	Prosecution and Litigation Division, Revenue Collection Monitoring Group	September 24, 2019
19	Abubacar, Sadick O.	Administrative Aide III (SG-03)	General Services Division, Internal Administration Group	September 24, 2019
20	Baytan, Renato R.	Administrative Aide III (SG-03)	General Services Division, Internal Administration Group	September 24, 2019
21	Corpuz, Ariel C.	Administrative Aide III (SG-03)	General Services Division, Internal Administration Group	September 24, 2019
22	Leyva, Danilo Jr. M.	Administrative Aide III (SG-03)	General Services Division, Internal Administration Group	September 24, 2019



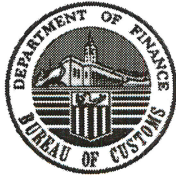
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23	Navarro, Michael S.	Administrative Aide III (SG-03)	General Services Division, Internal Administration Group	September 24, 2019
24	Pabelona, Alvin	Administrative Aide III (SG-03)	General Services Division, Internal Administration Group	September 24, 2019
25	Villanueva, Ronillo R.	Administrative Aide III (SG-03)	General Services Division, Internal Administration Group	September 24, 2019
26	Vinluan, Blas D.	Administrative Aide III (SG-03)	General Services Division, Internal Administration Group	September 24, 2019
27	Embrado, Riza Jane T.	Customs Operations Officer I (SG-11)	Export Coordination Division, Assessment and Operations Coordinating Group	September 24, 2019
28	Lasac, John Gerick A.	Customs Operations Officer I (SG-11)	Export Coordination Division, Assessment and Operations Coordinating Group	September 24, 2019
29	Natividad, Rico James L.	Customs Operations Officer I (SG-11)	Revenue Accounting Division, Revenue Collection Monitoring Group	September 24, 2019
30	Magoyag, Amer-Hassan Jr. G.	Customs Operations Officer III (SG-16)	Port of San Fernando	September 24, 2019
31	Rayos, Edicon C.	Customs Operations Officer III (SG-16)	MIA Domestic Airport, Ninoy Aquino International Airport	September 24, 2019
32	Guiroy, Emman Rey P.	Customs Operations Officer III (SG-16)	Export Coordination Division, Assessment and Operations Coordinating Group	September 24, 2019

\*\* nothing follows \*\*

On **October 07, 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.**

At **10:00 a.m.**, please proceed to the Human Resource Management Division to receive your respective notices of appointment, and checklist of requirements relative to the attestation of your appointment papers by the Civil Service Commission (CSC).



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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