



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

December 16, 2016

CUSTOMS MEMORANDUM CIRCULAR
NO. 179-2016

To: All Deputy Commissioners
All Directors and Division Chiefs
All District/Port Collectors
And Others Concerned

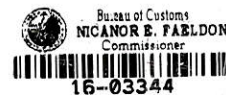
Subject: Three-Salary Grade Limitation on Promotion

Attached is a copy of the Civil Service Commission Memorandum Circular No. 18, series of 2016 (MC No. 18, s. 2016) entitled: **"POLICY GUIDELINES ON THE THREE-SALARY GRADE LIMITATION ON PROMOTION."**

For your information and guidance.

For record purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

NICANOR E. FAELDON
Commissioner



DEC 19 2016



MC No. 18, s. 2016

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Policy Guidelines on the Three-Salary Grade Limitation on Promotion

Pursuant to CSC Resolution No. 1600732 dated July 7, 2016, the Commission approved the policy guidelines governing the three-salary grade limitation on promotion, as follows:

1. For consistency and uniformity, as a general rule, all appointments issued in violation of the Policy on the Three-Salary Grade Limitation on Promotion shall be disapproved/invalidated, except when the promotional appointment falls within the purview of any of the following exceptions:
 - a. The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Selection Plan and the System of Ranking Positions (SRP) of the agency.
 - b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern.
 - c. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/Computer Programmer positions.
 - d. The vacant position is unique and/or highly specialized, such as Actuarial, Airways Communicator positions.
 - e. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:

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- Educational achievements
 - Highly specialized trainings
 - Relevant work experience
 - Consistent high performance rating/ranking
- f. The vacant position belongs to the closed career system, i.e., those that are scientific, or highly technical in nature that include the faculty and academic staff of state colleges and universities, and the scientific and technical positions in scientific or research institutions, all of which establish and maintain their own merit systems.
- g. Other meritorious cases, such as:
- when the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process
 - when the qualified next-in-rank employees waived their right over the vacant position in writing
 - when the next-in-rank position, as identified in the agency SRP is vacant
 - when the next-in-rank employee/s is/are not qualified
 - when the qualified next-in-rank employees did not apply
2. The policy on the three-salary grade limitation shall apply only to promotion within the agency. This prohibition shall not apply to the following human resource actions which involve issuance of an appointment:
- a. Transfer incidental to promotion provided that the appointee was subjected to deep selection
 - b. Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection
 - c. Reappointment from career to non-career position
 - d. Reemployment
 - e. Reclassification of position
3. In the selection process, agency heads are enjoined to strictly observe the above conditions to avoid disapproval or invalidation of promotional appointments.
4. In the evaluation of promotional appointments, the CSC Regional and Field Offices are enjoined to make a thorough evaluation of the manner and merit of the issuance of the appointment vis-à-vis the reasons or justifications of the appointing authority before taking any action on the appointments.

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5. To facilitate review and evaluation of appointments, all agencies are required to submit their SRP to CSC Regional or Field Offices. The agency SRP shall be used as one of the bases for determining whether agencies observe the policy on the three-salary grade limitation on promotion as herein provided.

All other existing Civil Service Commission issuances which are inconsistent herewith are deemed repealed or amended.

This Memorandum Circular shall take effect fifteen (15) days after the publication of CSC Resolution No. 1600732 dated July 7, 2016 in a newspaper of general circulation.


ALICIA dela ROSA-BALA
Chairperson

23 AUG 2016

CSC Resolution No. 1600732 dated July 7, 2016 was published on August 5, 2016 in Philippine Star