

2017-10-022




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
Manila 1099

MASTER COPY

INTERNAL ADMINISTRATION GROUP

MEMORANDUM

TO : **ALL ADMINISTRATIVE OFFICERS OF PORTS/SUB-PORTS AND RESPECTIVE GROUPS; AND OFFICER-IN-CHARGE OF RESPECTIVE DIVISIONS, SERVICES AND OFFICES**

FROM :  **GLADYS F. ROSALES, CSEE**
OIC-Deputy Commissioner, IAG

SUBJECT : **Reiteration on Review of Contract and Audit of Persons Under Contract of Service**

DATE : **09 October 2017**

1. Pursuant to Memorandum signed by the Commissioner dated 29 September 2017 on the above subject, all are strictly reminded to audit and evaluate the existing contracts of COS personnel within your port/sub-port/group/office/division, observing the specified guidelines under item No. 3 of said memorandum, which states:

"3. xxxx

- a. *The number of Contract of Service personnel does not exceed the number of organic personnel in your office; unless provided by an order on creation of a project/team/office;*
- b. *The personnel does not hold a title similar to a plantilla item; nor perform the function of an organic personnel; and*
- c. *Austerity measure is observed in terms of salary, with consideration to the market rate of position given.*

xxxx"

2. Submission of the proper justification and certification (*shall not render services of an organic personnel*) for the continuation and renewal of contract of those evaluated/recommended COS personnel **shall not be later than 11 October 2017 (Wednesday)**.
3. In addition, it is requested to include in your audit the name of persons presumably under Contract of Service who have been reporting to work (only COS personnel for renewal for the contract period of July 2017 to December 2017) but have not been paid of their respective salaries yet.

Their duly signed Daily Time Record (DTR) with certified photocopy of their Time-In and Time-Out logbook, Accomplishment Report and certification that they have not rendered services of organic personnel, shall also be submitted on or before the given deadline above. Refer to the Memorandum dated 13 September 2017 signed by the Chief HRMD on *Issuance of Certification that the Services of Job Order/Contract of Service Personnel Cannot be Provided by a Regular Employee*".

4. **For strict and immediate compliance.**