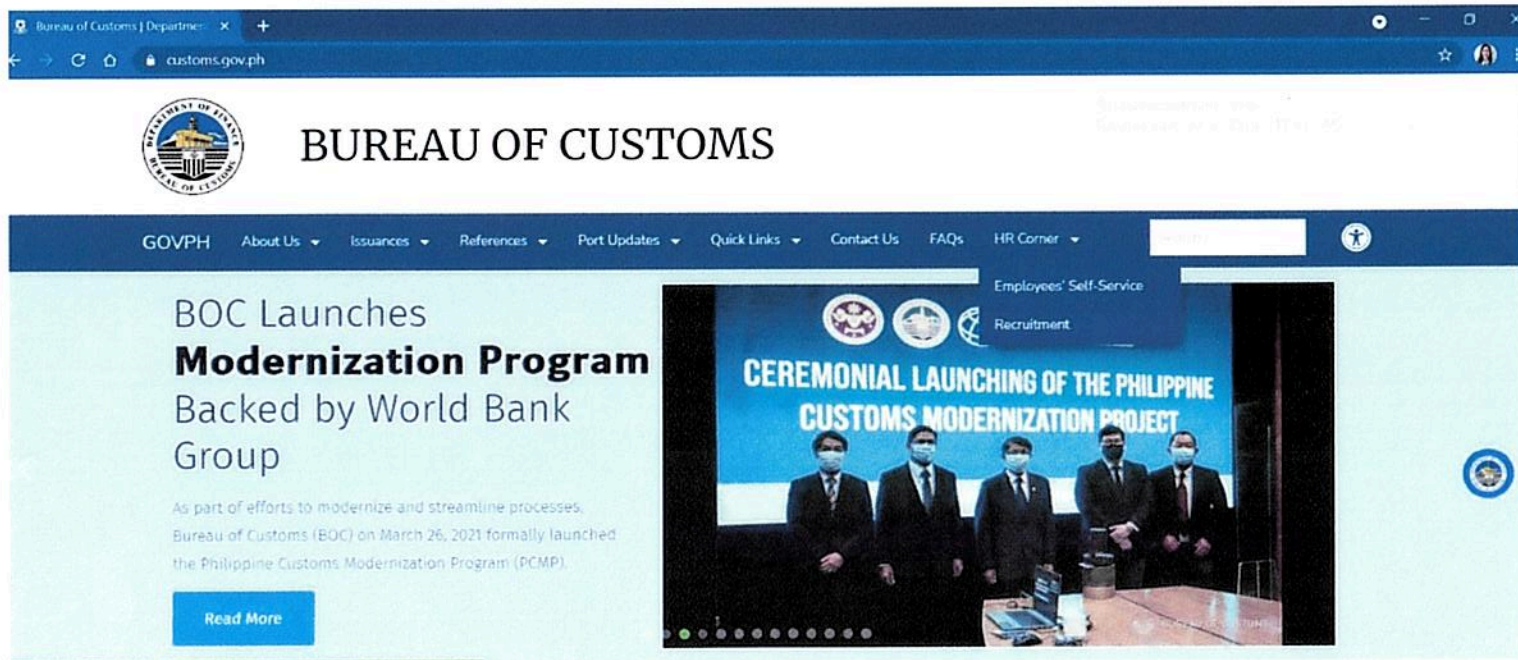


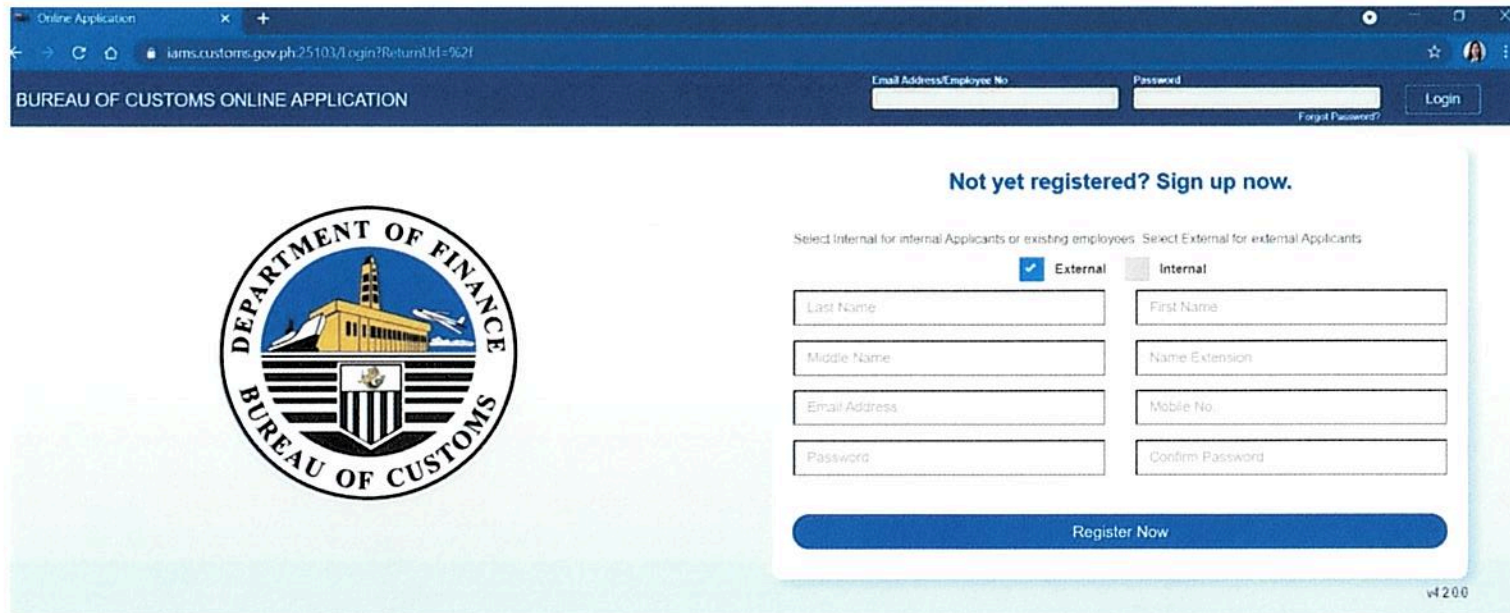
BOC ONLINE APPLICATION PROCESS

**INTERNAL ADMINISTRATION
MANAGEMENT SYSTEM (IAMS)**

1. Visit Bureau of Customs (BOC) website
www.customs.gov.ph
2. Go to **HR CORNER**



3. Click **Recruitment**
4. Register to BOC online application.
 - Check **External** for **New Applicant**.
 - Check **Internal** for **Promotion**.



Online Application

iams.customs.gov.ph/25103/1/login?ReturnUrl=/962f

BUREAU OF CUSTOMS ONLINE APPLICATION

Email Address/Employee No. Password Login

Forgot Password?

Not yet registered? Sign up now.

Select Internal for internal Applicants or existing employees. Select External for external Applicants

External Internal

Last Name First Name

Middle Name Name Extension

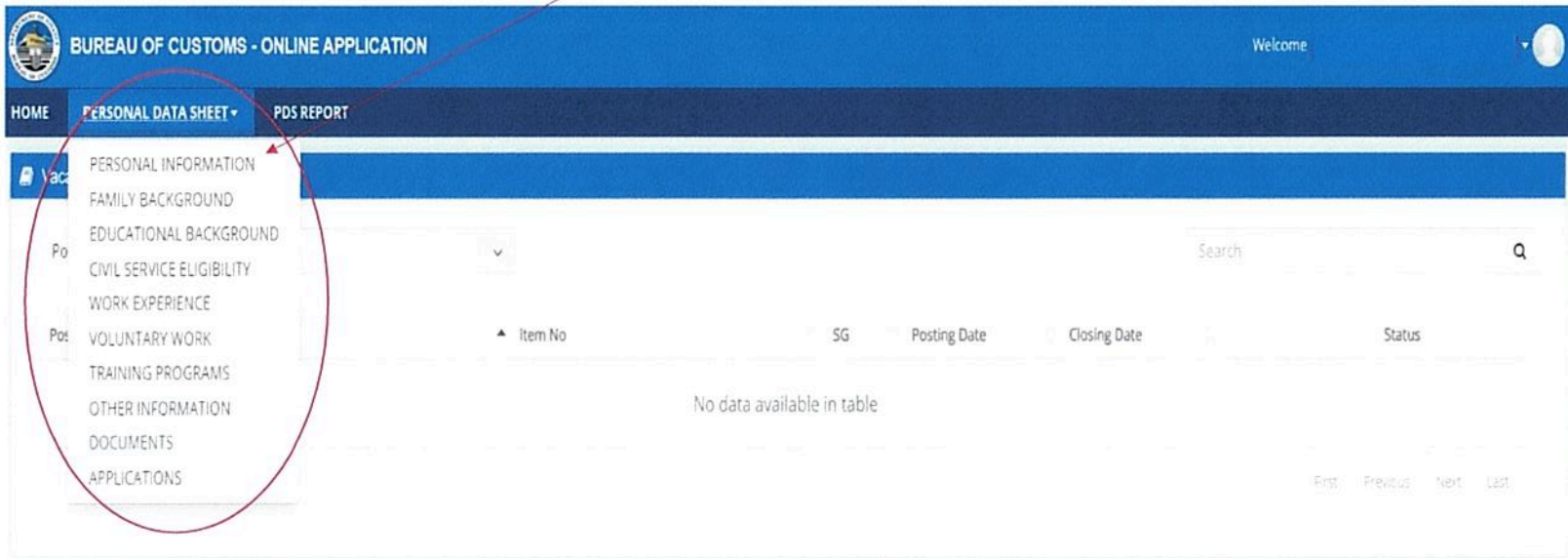
Email Address Mobile No.

Password Confirm Password

Register Now

v4200

5. Fill out necessary information and attach the documents needed in Personal Data Sheet (PDS).



6. After filling out the PDS, click **HOME** button to see posted vacant position.

The screenshot shows the 'PERSONAL DATA SHEET' form in the Bureau of Customs Online Application system. The header includes the Bureau of Customs logo, the text 'BUREAU OF CUSTOMS - ONLINE APPLICATION', and a 'Welcome' message. Navigation links for 'HOME', 'PERSONAL DATA SHEET', and 'PDS REPORT' are visible. The applicant's number is 00000033. The form is divided into two main columns of fields:

Field Name	Field Name
* SURNAME	* FIRST NAME
MIDDLE NAME	NAME EXTENSION
* DATE OF BIRTH	RESIDENTIAL ADDRESS
PLACE OF BIRTH	* REGION
CITIZENSHIP	CITY/TOWN
CIVIL STATUS	* STREET NO.
RELIGION	* BARANGAY
MOBILE NO.	ZIP CODE
EMAIL ADDRESS	PERMANENT ADDRESS
BLOOD TYPE	REGION
ETHNICITY	CITY/TOWN
PAG-IBIG NO.	STREET NO.
PHILHEALTH NO.	BARANGAY
DRIVER'S LICENSE	ZIP CODE
AGENCY EMPLOYEE #	

Additional fields include GENDER (Male/Female), HEIGHT (cm), WEIGHT (kg), CGS ID NO., SSN NO., TIN, and TAX STATUS. A 'Save' button is located in the top right corner of the form area.

7. Click Details to check qualification requirement per vacant position.

The screenshot shows the 'BUREAU OF CUSTOMS - ONLINE APPLICATION' interface. At the top, there are navigation links: HOME, PERSONAL DATA SHEET, and PDS REPORT. Below this is a 'Vacancy Profile' section with a dropdown menu for 'Posting Date' set to '04/14/2021'. A search bar is visible on the right. The main content is a table of three job listings:

Position Title	Item No.	SG	Posting Date	Closing Date	Status
CUSTOMS OPERATIONS OFFICER V	BOCB-COPOS-95-1998	20	04/14/2021	05/04/2021	Applied
CUSTOMS OPERATIONS OFFICER V	BOCB-COPOS-29-1998	20	04/14/2021	05/04/2021	Apply
CUSTOMS OPERATIONS OFFICER V	BOCB-COPOS-20-2012	20	04/14/2021	05/04/2021	Apply

At the bottom of the table, it says '1 to 3 of 3 records'. The 'Details' button for the first row is circled in red.

The screenshot shows the 'Qualification Standards (Minimum Requirement)' page for the position 'CUSTOMS OPERATIONS OFFICER V'. The details are as follows:

- Position Title: CUSTOMS OPERATIONS OFFICER V
- Salary Grade: 20
- Item Number: BOCB-COPOS-95-1998
- Department: -
- Job Description: -
- Duties and Functions: -
- Job Competencies: N/A
- Civil Service Commission Minimum Qualification Standard: -
- Education: Bachelor's Degree
- Work Experience: 3 years of relevant experience
- Training: 16 hours of relevant training
- Eligibility: Career Service (Professional) Second Level Eligibility

Note: An applicant shall only apply for one (1) position per publication. In case the applicant has submitted multiple applications under one publication, the first application shall be considered for processing.

8. Choose the position you wish to apply.
- Read before ticking the checkbox.
 - Save and submit.

BUREAU OF CUSTOMS - ONLINE APPLICATION

Welcome

HOME PERSONAL DATA SHEET PDS REPORT

CUSTOMS OPERATIONS OFFICER V

Position: BCTO-COPO-PS-950 (Security Grade: 11)

I hereby declare that I am applying for this Position with full knowledge that my Personal Data Sheet will be attached in this Application. In lieu of this, I agree that prior to submitting this application, I have fully accomplished, updated and reviewed the details of my Personal Data Sheet.

I Agree to submit all the required documents on or before the Examination or Interview Date.

I declare under Oath that I have personally accomplished this Personal Data Sheet which is true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Save Submit Back

9. You have successfully submitted your
ONLINE APPLICATION.

THANK YOU