

Republic of the Philippines
Bureau of Customs
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Bureau of Customs in the CSC website:

Date: May 31, 2021
Khristine Jane V. Melencio

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					PLACE OF ASSIGNMENT
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	ACCOUNTANT II	BOCB-A2-8-1998	16	PHP 36,628.00	Bachelor's Degree In Commerce/ Business Administration Major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080		PORT OF MANILA
2	ADMINISTRATIVE AIDE III (DRIVER)	BOCB-ADA3-4-2005	3	PHP 13,572.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11,s. 1996, as amended - Cat.IV)		INTERNAL ADMINISTRATION GROUP
3	ADMINISTRATIVE AIDE III (DRIVER)	BOCB-ADA3-22-2005	3	PHP 13,572.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11,s. 1996, as amended - Cat.IV)		REVENUE COLLECTION MONITORING GROUP
4	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-56-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		ASSESSMENT & OPERATIONS COORDINATING GROUP
5	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-42-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		APPELLATE DIVISION - REVENUE COLLECTION MONITORING GROUP
6	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-43-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		APPELLATE DIVISION - REVENUE COLLECTION MONITORING GROUP
7	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-36-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		PROSECUTION AND LITIGATION DIVISION - REVENUE COLLECTION MONITORING GROUP

8	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-37-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility		PROSECUTION AND LITIGATION DIVISION - REVENUE COLLECTION MONITORING GROUP
9	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-39-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility		PROSECUTION AND LITIGATION DIVISION - REVENUE COLLECTION MONITORING GROUP
10	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-34-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility		RULING AND RESEARCH DIVISION - REVENUE COLLECTION MONITORING GROUP
11	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-35-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility		RULING AND RESEARCH DIVISION - REVENUE COLLECTION MONITORING GROUP
12	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-12-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility		TECHNOLOGY MANAGEMENT SERVICE - MANAGEMENT INFORMATION SYSTEMS AND TECHNOLOGY GROUP
13	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-14-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility		TECHNICAL SUPPORT DIVISION - MANAGEMENT INFORMATION SYSTEMS AND TECHNOLOGY GROUP
14	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-79-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility		SUB-PART OF SUAL - SAN FERNANDO
15	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-50-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility		BONDS AUDIT DIVISION - REVENUE COLLECTION MONITORING GROUP
16	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-203-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility		MANILA INTERNATIONAL CONTAINER PORT
17	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-204-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility		MANILA INTERNATIONAL CONTAINER PORT
18	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-205-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility		MANILA INTERNATIONAL CONTAINER PORT

19	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-44-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility	TAX EXEMPT DIVISION - REVENUE COLLECTION MONITORING GROUP
20	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-45-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility	TAX EXEMPT DIVISION - REVENUE COLLECTION MONITORING GROUP
21	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-48-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility	COLLECTION PERFORMANCE/ EVALUATION DIVISION - REVENUE COLLECTION MONITORING GROUP
22	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-49-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility	LIQUIDATION AND ASSESSMENT AUDIT DIVISION - REVENUE COLLECTION MONITORING GROUP
23	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-294-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility	PORT OF TACLOBAN
24	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-296-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility	SUB-PORT OF ISABEL - TACLOBAN
25	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-270-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility	NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
26	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-259-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility	NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
27	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-260-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility	NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
28	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-233-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility	NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
29	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-236-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility	NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE

30	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-237-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		NINOY AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
31	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-240-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		NINOY AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
32	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-271-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		MIA AIRMAIL DISTRIBUTION CENTER - NINOY AQUINO INTERNATIONAL AIRPORT
33	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-272-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		MIA DOMESTIC AIRPORT - NINOY AQUINO INTERNATIONAL AIRPORT
34	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-216-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		SUB-PORT OF NORTH HARBOR - MANILA INTERNATIONAL CONTAINER PORT
35	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-217-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		SUB-PORT OF NORTH HARBOR - MANILA INTERNATIONAL CONTAINER PORT
36	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-276-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		SUB-PORT OF PUERTO PRINCESA - BATANGAS
37	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-303-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		PORT OF CAGAYAN DE ORO
38	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-76-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		PORT OF APARRI
39	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-77-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		SUB-PORT OF CLAVERIA - APARRI
40	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-72-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		WATER PATROL DIVISION

41	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-73-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility		WATER PATROL DIVISION
42	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-68-2005	4	PHP 14,400.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility		INTERNAL INQUIRY AND PROSECUTION DIVISION
43	ADMINISTRATIVE AIDE VI (CLERK III)	BOCB-ADA6-84-2005	6	PHP 16,200.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub- professional) First Level Eligibility		NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
44	ADMINISTRATIVE AIDE VI (CLERK III)	BOCB-ADA6-87-2005	6	PHP 16,200.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub- professional) First Level Eligibility		NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
45	ADMINISTRATIVE AIDE VI (CLERK III)	BOCB-ADA6-88-2005	6	PHP 16,200.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub- professional) First Level Eligibility		NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
46	ADMINISTRATIVE AIDE VI (CLERK III)	BOCB-ADA6-96-2005	6	PHP 16,200.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub- professional) First Level Eligibility		NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
47	ADMINISTRATIVE AIDE VI (CLERK III)	BOCB-ADA6-97-2005	6	PHP 16,200.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub- professional) First Level Eligibility		MIA DOMESTIC AIRPORT - NINYO AQUINO INTERNATIONAL AIRPORT
48	ADMINISTRATIVE AIDE VI (CLERK III)	BOCB-ADA6-100-2005	6	PHP 16,200.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub- professional) First Level Eligibility		SUB-PORT OF PUERTO PRINCESA - BATANGAS
49	ADMINISTRATIVE AIDE VI (CLERK III)	BOCB-ADA6-23-2005	6	PHP 16,200.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub- professional) First Level Eligibility		STATISTICAL ANALYST DIVISION - REVENUE COLLECTION MONITORING GROUP
50	ADMINISTRATIVE ASSISTANT II	BOCB-ADAS2-25-2005	8	PHP 18,251.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub- professional) First Level Eligibility		PORT OF SAN FERNANDO
51	ADMINISTRATIVE ASSISTANT II	BOCB-ADAS2-38-2005	8	PHP 18,251.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub- professional) First Level Eligibility		NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE

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52	ADMINISTRATIVE ASSISTANT II	BOCB-ADAS2-39-2005	8	PHP 18,251.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility		NINOY AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
53	ADMINISTRATIVE ASSISTANT II	BOCB-ADAS2-42-2005	8	PHP 18,251.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility		SUB-PORT OF SIAIN - BATANGAS
54	ADMINISTRATIVE ASSISTANT II	BOCB-ADAS2-43-2005	8	PHP 18,251.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility		SUB-PORT OF PUERTO PRINCESA - BATANGAS
55	ADMINISTRATIVE ASSISTANT II	BOCB-ADAS2-45-2005	8	PHP 18,251.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility		SUB-PORT OF JOSE PANGANIBAN - LEGASPI
56	ADMINISTRATIVE ASSISTANT II	BOCB-ADAS2-50-2005	8	PHP 18,251.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility		PORT OF TACLOBAN
57	ADMINISTRATIVE ASSISTANT II	BOCB-ADAS2-51-2005	8	PHP 18,251.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility		SUB-PORT OF ISABEL - TACLOBAN
58	ADMINISTRATIVE ASSISTANT II	BOCB-ADAS2-67-2005	8	PHP 18,251.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility		SUB-PORT OF DADIANGAS - DAVAO
59	ADMINISTRATIVE ASSISTANT II	BOCB-ADAS2-68-2005	8	PHP 18,251.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility		SUB-PORT OF DADIANGAS - DAVAO
60	ADMINISTRATIVE ASSISTANT II	BOCB-ADAS2-28-2005	8	PHP 18,251.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility		SUB-PORT OF CLAVERIA - APARRI
61	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-102-2005	10	PHP 21,205.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		SUB-PORT OF ISABEL - TACLOBAN
62	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-99-2005	10	PHP 21,205.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		PORT OF CEBU

63	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-96-2005	10	PHP 21,205.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		SUB-PORT OF PUERTO PRINCESA - BATANGAS
64	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-95-2005	10	PHP 21,205.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		SUB-PORT OF SIAIN - BATANGAS
65	ADMINISTRATIVE OFFICER III	BOCB-ADOF3-35-2005	14	PHP 30,799.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		PORT OF LEGASPI
66	ADMINISTRATIVE OFFICER IV	BOCB-ADOF4-35-2005	15	PHP 33,575.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		PORT OF LEGASPI

The Bureau of Customs highly encourages all interested and qualified applicants including persons with disability (PWD), and members of the indigenous communities irrespective of sexual orientation and gender identity, to apply.

Interested and qualified applicants must submit application requirements thru the **BOC ONLINE APPLICATION PORTAL** not later than **June 21, 2021**

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

The following are the application requirements to be uploaded thru the BOC online application portal (<https://iams.customs.gov.ph:25103/Login>), to wit:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
2. Performance rating in the present position for the last rating period, which should be at least Very Satisfactory (shall be required for government employees);
- 3.a. For positions involving practice of profession (e.g. Accountant II, Attorney, Nurse, etc.): AUTHENTICATED and Valid Professional License/ Certificate of Registration/ Report of Rating issued by the Professional Regulations Commission or Supreme Court;
- 3.b. For positions not involving practice of profession: Copy of Certificate of Eligibility;
4. Transcript of Record certified by the School Registrar or by the applicant; and
5. NBI Clearance valid until **February 28, 2022** (To be submitted during examination/interview)

KHRISTINE JANE V. MELENCIO

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APPLICATIONS WITH INCOMPLETE AND NON-COMPLIANT DOCUMENTS SHALL NOT BE ENTERTAINED.