

**LETTER OF INTENT
(FOR PROMOTION)**

Date: _____

THE COMMISSIONER

Bureau of Customs
Port Area, Manila

THRU: THE CHIEF
Human Resource Management Division

Sir:

I wish to signify my intention to be promoted for the specified position:*

POSITION _____ DIVISION & GROUP/ SUB-PORT & PORT _____

Attached are the following documents: *(Please tick)*

- Original, Updated and Duly Accomplished Personal Data Sheet (CS Form 212)
- Individual Performance Commitment Review (IPCR) rating for January-June 2016 and July-September 2016

Should I qualify, please note that I am presently assigned at the _____
_____.

Very truly yours,

(Signature above printed name)

**Cellphone number: _____

**E-mail address: _____

**One (1) letter of intent shall be used for each position.*

***Important for notices.*