



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



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IA G Memo No. 17-2023

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## MEMORANDUM

FOR : ALL DEPUTY COMMISSIONERS  
ALL DISTRICT COLLECTORS  
ALL ADMINISTRATIVE OFFICERS  
CONTRACT OF SERVICE PERSONNEL

FROM : **MICHAEL C. FERMIN**  
OIC-Deputy Commissioner  
Internal Administration Group

SUBJECT : REITERATION ON GUIDELINES ON HIRING,  
RETENTION/RENEWAL OF CONTRACT OF SERVICE/  
JOB ORDER PERSONNEL

DATE : April 11, 2023

- Pursuant to Item No. 4.6, Section 4 of Customs Memorandum Order No. 07- 2021 with subject: Updated Guidelines on the Retention/Renewal of Job Order and/or Contract of Service Personnel in the Bureau of Customs, provides for the following:

**"Section 4. GUIDELINES ON HIRING, RETENTION/RENEWAL OF COS/JO PERSONNEL"**

- 4.6 No COS/JO personnel shall assume duties without an approved/signed contract. Any official or employee who shall permit the reporting of any individual without approved contracts shall be meted with penalty for Violation of Reasonable Office Rules and Regulations up to Gross Insubordination in accordance with CMO No. 25-2010 re Bureau of Customs Function-Specific Code of Conduct under Title IV- Offenses and their Corresponding Penalties, to wit:

Offense	Penalty
Violation of Reasonable Office Rules and Regulations	1 <sup>st</sup> Offense – Reprimand
	2 <sup>nd</sup> Offense – Suspension for one (1) day to thirty (30) days
	3 <sup>rd</sup> Offense – Dismissal



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<i>Gross Insubordination</i>	<i>1<sup>st</sup> Offense – Suspension for six (6) months to one (1) year</i>
	<i>2<sup>nd</sup> Offense – Dismissal</i>

2. In view thereof, you are hereby reminded to strictly observe the above cited provision on the assumption of COS/JO personnel without an approved/signed contract.
3. For guidance and strict compliance.