



**NOTICE TO ALL SELECTED CANDIDATES FOR APPOINTMENT
TO VARIOUS POSITIONS IN THE BUREAU OF CUSTOMS**

CONGRATULATIONS!

We wish to inform you of your selection for appointment to the following positions:

NO.	NAME	POSITION AND SALARY GRADE	PLACE OF ASSIGNMENT
1	Ben-Usman, Mohammad Masanggila	Collector of Customs IV / SG-24	Port of Davao
2	Orlino, Orlando Cali	Collector of Customs III / SG-23	Sub-Port of Dadiangas, Port of Davao
3	Ajos, Verlito Montero	Collector of Customs II / SG-22	Sub-Port of Pulpandan, Port of Iloilo
4	Rasco, Eufemio Iii Tam	Collector of Customs II / SG-22	Sub-Port of EPSA Baguio, Port of San Fernando
5	Rebosura, Elsa Flordeliz	Collector of Customs II / SG-22	Sub-Port of Iligan, Port of Cagayan De Oro
6	Siason, Haneli Jenifer Vilorio	Collector of Customs I / SG-21	Sub-Port of Bislig, Port of Surigao
7	Rubiales, Rommel Katigbak	Collector of Customs I / SG-21	Sub-Port of Catbalogan, Port of Tacloban
8	Muñez, Evangeryl Antoniano	Customs Operations Officer V / SG-20	Port of Cebu
9	Esmail, Rajjanifa Tahir	Customs Operations Officer I / SG-11	Port of Davao
10	Eviota, Joanna Marie Necesario	Customs Operations Officer I / SG-11	Port of Davao

****NOTHING FOLLOWS****



Relative thereto, the Human Resource Management Division (HRMD) shall furnish the appointees concerned with the **Checklist of requirements for the attestation of appointment by the Civil Service Commission (CSC)** via electronic mail. Appointees concerned must submit the complete documents indicated therein to the HRMD Office not later than **June 16, 2023**.

Note that only the appointments of those whose requirements are complied with as instructed shall be processed. Further, the distribution of Notices of Appointment for acknowledgement of the appointees concerned shall be on **June 23, 2023**. Assumption to their respective offices of assignment will be authorized upon the receipt of the appointees of the written copy of Notices of Appointment from the HRMD.

Please be reminded of the following relative provisions of the CSC Memorandum Circular No. 14, s. 2018 (2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018),

xxx

“If the appointee has taken his/her oath office and assumed the duties of the position, he/she shall be entitled to receive his/her salary at once without awaiting the approval/validation of his/her appointment by the Commission.”

xxx

“An appointment issued by the appointing officer/authority may be cancelled if the appointee does not assume office or report to duty within thirty (30) calendar days from receipt of the written notice of the appointment.”

xxx

Should there be concerns and/or clarifications, please contact **Ms. Krizel Joyce C. Rivera** at **09772466883**.

Thank you.

Very truly yours,

(original signed)
KHRISTINE JANE V. MELENCIO
Acting Chief
Human Resource Management Division