



30 May 2023  
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**NOTICE TO ALL APPLICANTS FOR HIRING AND PROMOTION**  
**RE: SUBMISSION OF APPLICATION REQUIREMENTS FOR**  
**FEBRUARY AND APRIL 2023 PUBLICATION**  
**OF VACANT POSITIONS IN BOC**

1. This is to reiterate that the CSC-approved Customs Memorandum Order No. 27 – 2016 otherwise known as the Revised Guidelines and Procedures in Hiring and Promotion of Personnel for First and Second Level Positions, including Executive Managerial Positions, in the Bureau of Customs (BOC), substantially provides in part that:

*6.3.2 x x x an applicant who fails to submit the supporting documents on the set deadline shall be excluded from the evaluation.*

2. Relative thereto, all applicants to various vacant positions which were published on February 10, 2023 (**COO I to V**) and April 13, 2023 (**Administrative Aide II, IV and VI; Administrative Officer I, II, IV and V; Executive Assistant I; ACOO; COO I, III, IV and V; Chemist III; Accountant I, II and III; Computer Operator IV; Computer Maintenance Technologist II; Information System Analyst II; Tax Specialist II; Chief Tax Specialist; Attorney II, III and IV**), are advised to update their details/information in their respective IAMS account, and ensure the completeness and correctness of their application documents prior to the conduct of the preliminary evaluation. Below is the list of application documents to be submitted:

- 2.1 Duly accomplished Personal Data Sheet (CS Form No. 212)
- 2.2 Work Experience Sheet (CS Form No. 212)
- 2.3 Authenticated Copy of Eligibility
- 2.4 Certified True Copy of Transcript of Records
- 2.5 Certificate of Training/s

3. In addition, said applicants shall take note of the Position Descriptions (**see Annex A**), which will serve as their guide and basis of comparison of their current functions vis a vis the function of the position they are applying for.



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4. Further, subject applicants shall ensure the submission and completeness of their application requirements uploaded thru IAMS within non-extendable period of three (3) calendar days from the date of this notice.
5. Lastly, all applications relative to the subject publications, whether for hiring or promotion, will be continuously assessed with strict observance of the BOC Merit Selection Plan (MSP) and pertinent Civil Service Commission law, rules and regulations.
6. For information and guidance.

  
**KHRISTINE JANE V. MELENCIO**  
Acting Chief  
Human Resource Management Division



**FEBRUARY 10, 2023 PUBLICATION**

**BRIEF DESCRIPTION OF THE GENERAL FUNCTIONS:**

**CUSTOMS OPERATIONS OFFICER I (SG-11)**

- Under immediate supervision and with detailed rules and procedures, performs routine checking of documents for cargo and passenger clearance and conducts boarding formalities.
- Conducts preventive operations work, e.g. targeting and searching persons, vehicles, watercrafts / aircrafts, warehouse facilities, Container Yard-Container Freight Station (CY-CFS), etc. Requires on-call duty assignment, including regular scheduled work on weekends, holidays and evenings.
- Prepares and submits required reports. Checks completeness and correctness of required documents submitted for cargo clearance.
- Conducts tracking and monitoring of goods covered by transit permits.
- Monitors and keeps records of transactions of the customs bonded warehouse.
- Receives and controls bonded raw materials intended for manufacturing and export.
- Performs other related functions as may be required by laws, regulation, and higher authorities.

**CUSTOMS OPERATIONS OFFICER II (SG-13)**

- Under general supervision and with limited latitude for the exercise of independent judgment, performs simple but responsible sub-professional and professional work.
- Coordinates day to day operations in the section/unit where he is assigned.
- Assists in the planning, development, and enhancement of operational procedures.
- Prepares and submits required reports.
- Conducts studies on port operations matters (Port Operations Service).
- Involved in preventive operations work e.g., targeting and searching persons, vehicles, watercrafts / aircrafts, warehouse facilities, Container Yard – Container Freight Station (CY CFS), etc. (PID; AOD)



	<ul style="list-style-type: none"> <li>• Prepares periodic reports based on records of transactions of the customs bonded warehouse.</li> <li>• Monitors movement and transfer of bonded raw materials intended for manufacturing and export (Warehouse Coordination Division WCD-AOCG). Performs other related functions as may be required by law, regulation, and higher authorities.</li> </ul>
<p><b>CUSTOMS OPERATIONS OFFICER III (SG-16)</b></p>	<ul style="list-style-type: none"> <li>• Under general supervision, performs a wide variety of customs operations duties in support of assigned functions, operations, service, and / or division.</li> <li>• Performs other related functions as may be required by laws, regulation, and higher authorities.</li> </ul>
<p><b>CUSTOMS OPERATIONS OFFICER IV (SG-18)</b></p>	<ul style="list-style-type: none"> <li>• Under general supervision, performs advanced technical duties in assessment, valuation, classification and audit activities on imported and exported commodities.</li> <li>• Prepares and submits required reports.</li> <li>• Supervises a major work unit within an office.</li> <li>• Provides supervision and direction to subordinate staff and coordinates workflow within the major work unit, including distributing work, disseminating information, assigning staff to cover for absences, providing technical assistance, answering questions, and resolving problems within the work unit supervised.</li> <li>• Serves as a liaison between the work unit and other offices and outside agencies for the distribution and collection of information and to resolve operational issues.</li> <li>• Performs advanced supervisory duties, including reviewing work performance, motivating subordinates to work more effectively, identifying problems with performance and solutions to those problems, determining training needs to improve performance, initiating informal measures to correct misconduct or making recommendations for formal discipline.</li> </ul>



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	<ul style="list-style-type: none"><li>• Performs other related functions as may be required by law, regulation, and higher authorities.</li></ul>
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## CUSTOMS OPERATIONS OFFICER V (SG-20)

- Under general direction, assigns, directs, and reviews the activities of a group of COO III / COO IV engaged in the examination, valuation, classification, and audit of imported goods in accordance with Customs Laws, rules and regulations. Plans, assigns and/or supervises the work of others, and coaches, mentors, and trains subordinates.
- Works under minimal direction with extensive latitude for the use of initiative and independent judgment.
- Prepares and submits required reports.
- Supervises and coordinates the work of subordinate supervisors and other staff, including reviewing work performance, motivating subordinates to work more effectively, identifying problems with performance and developing solutions to those problems, determining training needs to improve performance, initiating informal measures to correct misconduct or making recommendations for formal discipline.
- Assists the Division Chief in the development and implementation of policies within the office.
- Plans, develops and facilitates changes in procedures, forms and practices, workflows, personnel assignments, and equipment.
- Advises employees when unusual work situations arise or when new procedures are instituted.
- Regularly meets with subordinate supervisors and other staff to exchange information and to discuss issues affecting the office.
- Calls and conducts formal staff meetings in order to exchange information and to discuss ways to make the office function more efficiently.
- Performs other related functions as may be required by law, regulation and higher authorities.



APRIL 13, 2023 PUBLICATION

## BRIEF DESCRIPTION OF THE GENERAL FUNCTIONS:

### ADMINISTRATIVE AIDE II (SG - 02)

- Under immediate supervision and with detailed rules and procedures, performs works of messenger.
- Performs routine repetitive messenger work involving the general collection and delivery of a variety of mail, documents, and other papers or materials on a predetermined route and time schedule to designated individuals or offices within one or a group of closely situated buildings or in buildings that are widely separated when the stops are part of an established messenger route.
- Performs simple and routine clerical, mechanical, or manual tasks and facilitates coordination with other personnel involved in the work of technical, professional and non-professional functions.
- Performs other related functions as may be required by law, regulations, and higher authorities.

### ADMINISTRATIVE AIDE IV (SG - 04)

- Under general supervision and with detailed rules and procedures, performs the simplest routine sub-professional or professional work or perform work of more than ordinary difficulty often involving the performance of specialized skilled work.
- Performs other related functions as may be required by law, regulations, and higher authorities.

### ADMINISTRATIVE AIDE VI (SG - 06)

- Under the supervision of the Division or Section Head, provides administrative and support functions in a Division or Section.
- Performs work of more than ordinary difficulty often involving the performance of highly skilled work, such as Laboratory Technician I, Mechanic II, Printing Machine Operator II, Clerk III and Stenographer II.
- Performs other related functions as may be required by law, regulations, and higher authorities.



**ADMINISTRATIVE OFFICER I  
(SG - 10)**

- Under general supervision, performs advanced administrative support or technical program assistance work.
- Reports directly to the section / unit head.
- Facilitates coordination with other personnel involved in the work of technical, professional and non-professional functions.
- Relies on professional and administrative knowledge.
- Work is performed under the general supervision of a higher-level supervisor and is evaluated for effectiveness of operations and accomplishment of goals and objectives.
- Performs other related functions as may be required by law, regulations, and higher authorities.

**ADMINISTRATIVE OFFICER II  
(SG - 11)**

- Under general supervision and with minimal latitude for the exercise of independent judgment, serves as direct staff of a section / unit head engaged in generally critical but routine work.
- Performs difficult and responsible sub-professional or professional work requiring training and related experience and a working knowledge of a special subject matter.
- Coordinates the work of professional, technical, and non-professional employees.
- Relies on professional and administrative knowledge.
- Work is performed under the general supervision of a higher-level supervisor and is evaluated for effectiveness of operations and accomplishment of goals and objectives.
- Performs other related functions as may be required by law, regulations, and higher authorities.

**ADMINISTRATIVE OFFICER IV  
(SG - 15)**

- Under general supervision and with minimal latitude for the exercise of independent judgment, serves as direct staff of a section / unit head engaged in generally critical but routine work.
- Performs difficult and responsible sub-professional or professional work requiring training and related experience and a





	<p>working knowledge of a special subject matter.</p> <ul style="list-style-type: none"> <li>• Coordinates the work of professional, technical, and non-professional employees.</li> <li>• Relies on professional and administrative knowledge.</li> <li>• Work assignments are generally self-planned but require frequent interaction with immediate supervisors.</li> <li>• Work is performed under the general supervision of a higher-level supervisor and is evaluated for effectiveness of operations and accomplishment of goals and objectives.</li> <li>• Performs other related functions as may be required by law, regulations, and higher authorities.</li> </ul>
<p><b>ADMINISTRATIVE OFFICER V</b> <b>(SG - 18)</b></p>	<ul style="list-style-type: none"> <li>• Under general supervision and with reasonable latitude for the exercise of independent judgment, serves as head of a section or other unit of organization of similar import engaged in generally critical but routine work.</li> <li>• Performs difficult and responsible sub-professional or professional work requiring training and moderate experience or lower training but considerable experience and a good knowledge of a special subject matter.</li> <li>• Conducts responsible professional administrative work directing an agency operation.</li> <li>• Plans, directs, and coordinates the work of professional, technical, and nonprofessional employees.</li> <li>• Applies professional and administrative knowledge.</li> <li>• Employees in this class have significant accountability for planning, program development and implementation.</li> <li>• Work assignments are generally self-planned but require frequent interaction with immediate supervisors.</li> <li>• Employees exercise considerable independence in carrying out broad program responsibilities.</li> <li>• Work is performed under the general supervision of a higher-level supervisor and</li> </ul>



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	<p>is evaluated for effectiveness of operations and accomplishment of goals and objectives.</p> <ul style="list-style-type: none"> <li>• Performs other related functions as may be required by law, regulations, and higher authorities.</li> </ul>
<p><b>EXECUTIVE ASSISTANT I (SG - 14)</b></p>	<ul style="list-style-type: none"> <li>• Performs professional and technical assistance work for the Commissioner / Deputy Commissioner; work involves coordinating high-level administrative operations of the office.</li> <li>• Works under general supervision with moderate latitude for the use of initiative and independent judgment.</li> <li>• Performs other related functions as may be required by law, regulations, and higher authorities.</li> </ul>
<p><b>ASSISTANT CUSTOMS OPERATION SOFFICER (SG - 09)</b></p>	<ul style="list-style-type: none"> <li>• Under immediate supervision and with detailed rules and procedures, assists with coordination, and oversight for customs operational activities.</li> <li>• Multi-tasks with ease and proficiency.</li> <li>• Assists the COO I in carrying-out the day-to-day functions of his division / section / unit.</li> <li>• Assists the COO I to plan, develop, organize, and implement the programs, goals, objectives, policies, and procedures that are necessary for efficient operations.</li> <li>• Contributes to increasing team efficiency by giving support both operationally and administratively; which may include clerical, secretarial and courier duties. Checks and verifies completeness and correctness of documents.</li> <li>• Performs other related functions as may be required by law, regulations, and higher authorities.</li> </ul>
<p><b>CUSTOMS OPERATIONS OFFICER I (SG-11)</b></p>	<ul style="list-style-type: none"> <li>• Under immediate supervision and with detailed rules and procedures, performs routinary checking of documents for cargo and passenger clearance and conducts boarding formalities.</li> <li>• Conducts preventive operations work, e.g. targeting and searching persons, vehicles, watercrafts / aircrafts, warehouse facilities, Container Yard-Container Freight Station</li> </ul>



	<p>(CY-CFS), etc. Requires on-call duty assignment, including regular scheduled work on weekends, holidays and evenings.</p> <ul style="list-style-type: none"> <li>• Prepares and submits required reports. Checks completeness and correctness of required documents submitted for cargo clearance.</li> <li>• Conducts tracking and monitoring of goods covered by transit permits.</li> <li>• Monitors and keeps records of transactions of the customs bonded warehouse.</li> <li>• Receives and controls bonded raw materials intended for manufacturing and export.</li> <li>• Performs other related functions as may be required by laws, regulation, and higher authorities.</li> </ul>
<p><b>CUSTOMS OPERATIONS OFFICER III (SG-16)</b></p>	<ul style="list-style-type: none"> <li>• Under general supervision, performs a wide variety of customs operations duties in support of assigned functions, operations, service, and / or division.</li> <li>• Performs other related functions as may be required by laws, regulation, and higher authorities.</li> </ul>
<p><b>CUSTOMS OPERATIONS OFFICER IV (SG-18)</b></p>	<ul style="list-style-type: none"> <li>• Under general supervision, performs advanced technical duties in assessment, valuation, classification and audit activities on imported and exported commodities.</li> <li>• Prepares and submits required reports.</li> <li>• Supervises a major work unit within an office.</li> <li>• Provides supervision and direction to subordinate staff and coordinates workflow within the major work unit, including distributing work, disseminating information, assigning staff to cover for absences, providing technical assistance, answering questions, and resolving problems within the work unit supervised.</li> <li>• Serves as a liaison between the work unit and other offices and outside agencies for the distribution and collection of information and to resolve operational issues.</li> <li>• Performs advanced supervisory duties, including reviewing work performance, motivating subordinates to work more</li> </ul>



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	<p>effectively, identifying problems with performance and solutions to those problems, determining training needs to improve performance, initiating informal measures to correct misconduct or making recommendations for formal discipline.</p> <ul style="list-style-type: none"> <li>• Performs other related functions as may be required by law, regulation, and higher authorities.</li> </ul>
<p><b>CUSTOMS OPERATIONS OFFICER V (SG-20)</b></p>	<ul style="list-style-type: none"> <li>• Under general direction, assigns, directs, and reviews the activities of a group of COO III / COO IV engaged in the examination, valuation, classification, and audit of imported goods in accordance with Customs Laws, rules and regulations. Plans, assigns and/or supervises the work of others, and coaches, mentors, and trains subordinates.</li> <li>• Works under minimal direction with extensive latitude for the use of initiative and independent judgment.</li> <li>• Prepares and submits required reports.</li> <li>• Supervises and coordinates the work of subordinate supervisors and other staff, including reviewing work performance, motivating subordinates to work more effectively, identifying problems with performance and developing solutions to those problems, determining training needs to improve performance, initiating informal measures to correct misconduct or making recommendations for formal discipline.</li> <li>• Assists the Division Chief in the development and implementation of policies within the office.</li> <li>• Plans, develops and facilitates changes in procedures, forms and practices, workflows, personnel assignments, and equipment.</li> <li>• Advises employees when unusual work situations arise or when new procedures are instituted.</li> <li>• Regularly meets with subordinate supervisors and other staff to exchange information and to discuss issues affecting the office.</li> <li>• Calls and conducts formal staff meetings in order to exchange information and to</li> </ul>



	<p>discuss ways to make the office function more efficiently.</p> <ul style="list-style-type: none"> <li>• Performs other related functions as may be required by law, regulation and higher authorities.</li> </ul>
<p><b>CHEMIST III</b> <b>(SG - 18)</b></p>	<ul style="list-style-type: none"> <li>• Performs full (senior) level of work including biological, chemical, analytical, diagnostic and environmental laboratory testing to determine compliance with applicable consumer protection, public health and environmental standards and local regulations.</li> <li>• Supervises the output of Chemist I and Chemist II.</li> <li>• Performs other related functions as may be required by law, regulations, and higher authorities.</li> </ul>
<p><b>ACCOUNTANT I</b> <b>(SG - 12)</b></p>	<ul style="list-style-type: none"> <li>• Under general supervision and with limited latitude for the exercise of independent judgment, performs simple but responsible sub-professional and professional work.</li> <li>• This is professional accounting work performed according to established procedures and regulations.</li> <li>• An employee in this class performs moderately complex duties in account maintenance, requiring the application of professional accounting techniques.</li> <li>• The employee exercises considerable judgment in charging or crediting of accounts and in the distribution of costs, provides technical advice and/or supervises account clerks and other personnel, and may be assigned immediate responsibility for the supervision of accounts receivable and / or accounts payable functions in an agency.</li> <li>• Work may involve responsibility for accounting and related activities in an agency where such functions are limited in complexity or volume while still requiring professional accounting skills.</li> <li>• Work is normally reviewed for over-all standards of performance and for compliance with established policies and procedures.</li> </ul>



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	<ul style="list-style-type: none"><li>• Performs other related functions as may be required by law, regulations, and higher authorities.</li></ul>
<b>ACCOUNTANT II</b> (SG - 16)	<ul style="list-style-type: none"><li>• Under the general supervision and with some latitude for the exercise of independent judgment, performs somewhat difficult responsible sub-professional or professional work requiring training, moderate experience and a broad knowledge of a special subject matter.</li></ul>
<b>ACCOUNTANT III</b> (SG - 19)	<ul style="list-style-type: none"><li>• Under general supervision and with some latitude for the exercise of independent judgment, serves as head of a section or other unit of the organization of similar import, engaged in moderately difficult but routine work.</li><li>• Performs difficult and responsible sub-professional or professional work requiring training and moderate experience or lower training but considerable experience and a good knowledge of a special subject matter.</li><li>• Performs complex technical and professional accounting, statistical, and budgetary duties involved in establishing, maintaining, analyzing, reconciling, and verifying financial records in support of designated programs or of an assigned division or department.</li><li>• Provides financial administrative support in preparing, analyzing, and monitoring the department's annual budget and/or designated budgets or accounts.</li><li>• Reviews a variety of complex factual, analytical, narrative, financial, statistical, and budgetary reports.</li><li>• Performs other related functions as may be required by law, regulations, and higher authorities.</li></ul>

**COMPUTER OPERATOR IV****COMPUTER OPERATOR IV  
(SG - 14)**

- Under general supervision, performs a wide variety of analytical and technical duties in support of assigned functions, operations, service and/or division.
- Personnel at this level assists in troubleshooting of repairable ICT related equipment on sites, assist in implementing application systems at the site, daily monitoring and maintenance of ICT related equipment, record keeping of day-to-day operational problems encountered on ICT equipment and applications systems, validate reported problems encountered by the users and provide 1st level technical assistance, initiate temporary corrective actions on ICT equipment problems occurrence, generation of daily reports as required by the system, submit periodic reports that may be required and perform other information technology work/activities under minimal direction.
- The work at this level involves the application of knowledge of IT and IT techniques and principles and requires initiative and judgment.
- Performs other related functions as may be required by law, regulations, and higher authorities.

**COMPUTER MAINTENANCE****COMPUTER MAINTENANCE  
TECHNOLOGIST II  
(SG - 15)**

- Under general supervision, performs a wide variety of analytical and technical duties in support of assigned functions, operations, service and/or division.
- Persons at this level undertake take the lead in troubleshooting of repairable ICT related equipment on sites, assist in implementing application systems at the site, daily monitoring and maintenance of ICT related equipment, record keeping of day-to-day operational problems encountered on ICT equipment and applications systems, validate reported problems encountered by the users and provide 1st level technical assistance, initiate temporary corrective actions on ICT equipment problems occurrence, generation of daily reports as required by



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	<p>the system and perform other information technology work/activities under minimal direction.</p> <ul style="list-style-type: none"> <li>• The work at this level involves the application of knowledge of IT and IT techniques and principles and requires initiative and judgment.</li> <li>• Performs other related functions as may be required by law, regulations, and higher authorities.</li> </ul>
<p><b>INFORMATION SYSTEM ANALYST II (SG -16)</b></p>	<ul style="list-style-type: none"> <li>• Position will be involved in systems analysis, development, and maintenance / enhancement, using proven or industry standard tools and technology.</li> <li>• Performs other related functions as may be required by law, regulations, and higher authorities.</li> </ul>
<p><b>TAX SPECIALIST II (SG - 15)</b></p>	<ul style="list-style-type: none"> <li>• Under general supervision, performs a wide variety of analytical and administrative duties in support of assigned functions, operations, service, and/or division including special projects, research studies, variance analysis and other specialized functions.</li> <li>• This is advanced professional and specialized tax exempt audit review work for the bureau of customs.</li> <li>• Exercises a high degree of independence and initiative in the performance of assigned activities.</li> <li>• Performs other related functions as may be required by law, regulations, and higher authorities.</li> </ul>
<p><b>CHIEF TAX SPECIALIST (SG - 24)</b></p>	<ul style="list-style-type: none"> <li>• Heads a division, performs a wide variety of complex and diverse advanced level professional and technical administrative duties in support of assigned department including those requiring a significant level of expertise in a specific area; assumes responsibility for managing the more complex program areas in assigned department; plans, coordinates, directs, and evaluates assigned systems, procedures and operations; and coordinates</li> </ul>





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	<p>assigned operations and activities with other departments and outside agencies.</p> <ul style="list-style-type: none"><li>• The top-level functions at a senior level with responsibility for the Bureau of Customs' Tax Exempt Division.</li><li>• Performs other related functions as may be required by law, regulations, and higher authorities.</li></ul>
<b>ATTORNEY II (SG - 18)</b>	<ul style="list-style-type: none"><li>• Under the general direction and supervision of Attorney III, performs professional legal work that are routinary in nature.</li><li>• Performs other related functions as may be required by law, regulations, and higher authorities.</li></ul>
<b>ATTORNEY III (SG - 21)</b>	<ul style="list-style-type: none"><li>• Under the general direction and supervision of the Chief / Assistant Division Chief, performs professional legal work that may range from more generalized to specialized assignments, and must be able to represent the Bureau in a variety of legal forums.</li><li>• Performs other related functions as may be required by law, regulations, and higher authorities.</li></ul>
<b>ATTORNEY IV (SG - 23)</b>	<ul style="list-style-type: none"><li>• Under the general direction and supervision of the Chief of the division / office, performs professional legal work that may range from more generalized to specialized assignments, and must be able to represent the Bureau in a variety of legal forums.</li><li>• Performs other related functions as may be required by law, regulations, and higher authorities.</li></ul>