



07 August 2023

NOTICE TO ALL APPLICANTS FOR HIRING AND PROMOTION
RE: SUBMISSION OF APPLICATION REQUIREMENTS
FOR JUNE 2023 PUBLICATION OF VACANT POSITIONS
UNDER ENFORCEMENT GROUP 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 June 20, 2023 (**Administrative Aide I and IV; Seaman; Marine Engineman I; Quartermaster; Electronics and Communications Equipment Technician; Special Agent I and II; Administrative Officer I, Special Police Captain; and Communications Equipment Operator V**) 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
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BRIEF DESCRIPTION OF THE GENERAL FUNCTIONS:

ADMINISTRATIVE AIDE I (SG - 01)

- Under general supervision, performs 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 administrative knowledge.
- Work assignments are delegated and reviewed by immediate supervisors.
- Work is performed under the general supervision of a lower-level supervisor and is evaluated for effectiveness of operations and accomplishment of goals and objectives.
- General direction is usually received from section/unit head or administrative officer.
- Performs other related functions as may be required by law, regulations, and higher authorities.

SEAMAN (SG-03)

- Maintains peace and order and assists in the enforcement of customs laws, rules, regulation and pertinent provisions of the Revised Philippine Merchant Marine Regulations (RPMR) within the waters, river streams, harbors, and anchorages under the jurisdiction of the Bureau and such other bodies of water whether navigable from the sea or not.
- Assists in the prevention and suppression of smuggling and other customs fraud.
- Prevents and suppresses pilferage and theft which may be committed on board vessels.
- Protects individuals and vessels from piracy.



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	<ul style="list-style-type: none"> • Maintains and repairs all patrol-crafts and equipment to ensure operational efficiency. • Undertakes searches of vessels applying for conversion from foreign to coastwise trade and vice versa. • Submits periodic reports and other data that may be required. • Performs other related functions as may be required by law, regulation and higher authorities.
<p>ADMINISTRATIVE AIDE IV (SG - 04)</p>	<ul style="list-style-type: none"> • 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.
<p>MARINE ENGINEMAN I (SG-04)</p>	<ul style="list-style-type: none"> • Maintains peace and order and assists in the enforcement of customs laws, rules, regulation and pertinent provisions of the Revised Philippine Merchant Marine Regulations (RPMR) within the waters, river streams, harbors, and anchorages under the jurisdiction of the Bureau and such other bodies of water whether navigable from the sea or not. • Assists in the prevention and suppression of smuggling and other customs fraud. • Prevents and suppresses pilferage and theft which may be committed on board vessels. • Protects individuals and vessels from piracy. • Maintains and repairs all patrol-crafts and equipment to ensure operational efficiency. • Conducts inspection of vessels applying for conversion from foreign to coastwise



	<p>trade and vice versa when directed by higher authority.</p> <ul style="list-style-type: none"> • Submits periodic reports and other data that may be required. • Performs other related functions as may be required by law, regulation and higher authorities.
<p>QUARTERMASTER (SG-04)</p>	<ul style="list-style-type: none"> • Maintains peace and order and assists in the enforcement of customs laws, rules, regulation and pertinent provisions of the Revised Philippine Merchant Marine Regulations (RPMR) within the waters, river streams, harbors, and anchorages under the jurisdiction of the Bureau and such other bodies of water whether navigable from the sea or not. • Assists in the prevention and suppression of smuggling and other customs fraud. • Prevents and suppresses pilferage and theft which may be committed on board vessels. • Protects individuals and vessels from piracy. • Maintains and repairs all patrol-crafts and equipment to ensure operational efficiency. • Ensures that the patrol crew are provided with quarters, rations, clothing, and other supplies. • Submits periodic reports and other data that may be required. • Performs other related functions as may be required by law, regulation and higher authorities.
<p>ELECTRONICS AND COMMUNICATIONS EQUIPMENTS TECHNICIAN (SG-06)</p>	<p>Electronics Technician I</p> <ul style="list-style-type: none"> • Performs moderately complex electronics technical support work. • Work involves providing technical electronic training, circuit operation and testing, electronic maintenance, and calibration of electronic instruments.



	<ul style="list-style-type: none"> • Works under general supervision with moderate latitude for the use of initiative and independent judgment. <p>Communications Systems Technician I</p> <ul style="list-style-type: none"> • At this level, incumbents must possess the ability to perform routine telephone installation and repair services, including the physical demands of the position. • The Communication Systems Technician I will assist a Technician II or the Specialist in system diagnostics or complete office setup, concentrating on installation, servicing and repair of telephone consoles and features. • Performs other related functions as may be required by law, regulations, and higher authorities.
<p>SPECIAL AGENT I (SG-08)</p>	<ul style="list-style-type: none"> • Under immediate supervision and with detailed rules and procedures, performs police and security functions in the conduct of search, seizure and arrest within customs jurisdiction or even outside upon lawful order. • Since the EG enforces the Customs Modernization and Tariff Act (CMTA) and related laws, rules and regulations, it serves as the law enforcement arm of the Bureau of Customs. • Performs other related functions as may be required by law, regulation and higher authorities.
<p>ADMINISTRATIVE OFFICER I (SG-10)</p>	<ul style="list-style-type: none"> • 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 assignments are delegated and reviewed by immediate supervisors. • 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.



	<ul style="list-style-type: none"> • General direction is usually received from section / unit head or administrative officer. • Performs other related functions as may be required by law, regulations, and higher authorities.
<p>SPECIAL AGENT II (SG-10)</p>	<ul style="list-style-type: none"> • Under immediate supervision and with detailed rules and procedures, performs police and security functions in the conduct of search, seizure and arrest within customs jurisdiction Or even outside upon lawful order. • Since the EG enforces the Customs Modernization and Tariff Act (CMTA) and related laws, rules and regulations, it serves as the law enforcement arm of the Bureau of Customs. • Performs other related functions as may be required by law, regulation and higher authorities.
<p>SPECIAL POLICE CAPTAIN (SG-13)</p>	<ul style="list-style-type: none"> • Under general supervision and with limited latitude for the exercise of independent judgment, performs simple but responsible sub-professional and professional work. • Responsible for managing the activities of a Customs Police district. • Work requires the exercise of considerable initiative and judgment, and involves planning, organizing, and managing the work of an assigned district/unit to accomplish long-range Customs Police goals. • Work is performed under the direction of Special Police Chief and is reviewed for accomplishment of objectives and for effective law enforcement services provided by the district/unit supervised. • To act as Chief of Section / Unit, Sector Commander (Sub-Port), or Deputy District Commander / District Commander (District Office). • Performs other related functions as may be required by laws, regulation, and higher authorities.



COMMUNICATIONS EQUIPMENT OPERATOR V (SG-13)

- Specialized supervisory and non-supervisory work operating a private branch exchange telephone switchboard, radio communication equipment, and CCTV monitor console.
- Work involves responsibility for accurate and speedy operation of a telephone switchboard with a moderate traffic load and requires ability to remember names and the extensions of those served and to react quickly in the prompt placing and receiving of calls.
- Supervision may be exercised over other Radio Communication Division employees as directed by his/her superior.
- Performs other related functions as may be required by law, regulations, and higher authorities.