

Republic of the Philippines
Bureau of Customs
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Bureau of Customs in the CSC website:

[Signature]
KHIRSTINE JANE V. MELENCIO
November 20, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					PLACE OF ASSIGNMENT
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	ATTORNEY III	BOCB-ATY3-58-2010	21	PHP 63,997.00	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080		PORT OF CLARK INTERNATIONAL AIRPORT
2	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-3-2002	20	PHP 57,347.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		PORT OF CLARK INTERNATIONAL AIRPORT
3	CUSTOMS OPERATIONS OFFICER III	BOCB-COPO3-7-2002	16	PHP 39,672.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		PORT OF CLARK INTERNATIONAL AIRPORT
4	CUSTOMS OPERATIONS OFFICER III	BOCB-COPO3-232-1998	16	PHP 39,672.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		PORT OF CLARK INTERNATIONAL AIRPORT
5	CUSTOMS OPERATIONS OFFICER III	BOCB-COPO3-233-1998	16	PHP 39,672.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		PORT OF CLARK INTERNATIONAL AIRPORT
6	CUSTOMS OPERATIONS OFFICER III	BOCB-COPO3-234-1998	16	PHP 39,672.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		PORT OF CLARK INTERNATIONAL AIRPORT
7	CUSTOMS OPERATIONS OFFICER III	BOCB-COPO3-748-1998	16	PHP 39,672.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		PORT OF CLARK INTERNATIONAL AIRPORT
8	CUSTOMS OPERATIONS OFFICER I	BOCB-COPO1-154-1998	11	PHP 27,000.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		PORT OF CLARK INTERNATIONAL AIRPORT
9	CUSTOMS OPERATIONS OFFICER I	BOCB-COPO1-33-2012	11	PHP 27,000.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		PORT OF CLARK INTERNATIONAL AIRPORT
10	WAREHOUSEMAN III	BOCB-WH3-310-1998	11	PHP 27,000.00	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional) First Level Eligibility		PORT OF CLARK INTERNATIONAL AIRPORT
11	ASSISTANT CUSTOMS OPERATIONS OFFICER	BOCB-ACOO-4-2002	9	PHP 21,211.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		PORT OF CLARK INTERNATIONAL AIRPORT
12	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-323-2005	4	PHP 15,586.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional) First Level Eligibility		PORT OF CLARK INTERNATIONAL AIRPORT

13	SECURITY GUARD II	BOCB-SECG2-162-1998	5	PHP 16,543.00	High School Graduate	None required	None required	Security Guard License (MC 11.s. 1996, as amended - Cat.IV)		PORT OF CLARK INTERNATIONAL AIRPORT
14	CHIEF CUSTOMS OPERATIONS OFFICER	BOCB-CCOO-2-2003	24	PHP 90,078.00	Master's degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory / management experience	40 hours of supervisory / management learning development	Career Service (Professional) Second Level Eligibility		TRADE INFORMATION ANALYSIS DIVISION II - PCAG
15	CHIEF CUSTOMS OPERATIONS OFFICER	BOCB-CCOO-3-2003	24	PHP 90,078.00	Master's degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory / management experience	40 hours of supervisory / management learning development	Career Service (Professional) Second Level Eligibility		AUDIT DIVISION 1 - PCAG
16	CHIEF CUSTOMS OPERATIONS OFFICER	BOCB-CCOO-6-2003	24	PHP 90,078.00	Master's degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory / management experience	40 hours of supervisory / management learning development	Career Service (Professional) Second Level Eligibility		AUDIT DIVISION 4 - PCAG
17	CHIEF CUSTOMS OPERATIONS OFFICER	BOCB-CCOO-7-2003	24	PHP 90,078.00	Master's degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory / management experience	40 hours of supervisory / management learning development	Career Service (Professional) Second Level Eligibility		AUDIT DIVISION 5 - PCAG
18	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-7-2003	20	PHP 57,347.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		AUDIT DIVISION 1 - PCAG
19	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-9-2003	20	PHP 57,347.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		AUDIT DIVISION 1 - PCAG
20	CUSTOMS OPERATIONS OFFICER IV	BOCB-COPO4-5-2003	18	PHP 46,725.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility		TRADE INFORMATION ANALYSIS DIVISION II - PCAG
21	CUSTOMS OPERATIONS OFFICER IV	BOCB-COPO4-16-2003	18	PHP 46,725.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility		AUDIT DIVISION 4 - PCAG
22	ADMINISTRATIVE AIDE VI (CLERK III)	BOCB-ADA6-14-2005	6	PHP 17,553.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		OFFICE OF THE DEPUTY COMMISSIONER PCAG
23	ADMINISTRATIVE AIDE VI (CLERK III)	BOCB-ADA6-120-2005	6	PHP 17,553.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		TRADE INFORMATION ANALYSIS DIVISION II - PCAG
24	STOREKEEPER III	BOCB-STK3-103-1998	9	PHP 21,211.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		NAIA CUSTOMSHOUSE
25	STOREKEEPER III	BOCB-STK3-105-1998	9	PHP 21,211.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		NAIA CUSTOMSHOUSE
26	STOREKEEPER III	BOCB-STK3-106-1998	9	PHP 21,211.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		NAIA CUSTOMSHOUSE

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27	STOREKEEPER III	BOCB-STK3-107-1998	9	PHP 21,211.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		NAIA CUSTOMSHOUSE
28	STOREKEEPER III	BOCB-STK3-108-1998	9	PHP 21,211.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		NAIA CUSTOMSHOUSE
29	STOREKEEPER III	BOCB-STK3-109-1998	9	PHP 21,211.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		NAIA CUSTOMSHOUSE
30	STOREKEEPER III	BOCB-STK3-111-1998	9	PHP 21,211.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		NAIA CUSTOMSHOUSE
31	STOREKEEPER III	BOCB-STK3-115-1998	9	PHP 21,211.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		NAIA CUSTOMSHOUSE
32	STOREKEEPER III	BOCB-STK3-116-1998	9	PHP 21,211.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		NAIA CUSTOMSHOUSE
33	STOREKEEPER III	BOCB-STK3-117-1998	9	PHP 21,211.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		NAIA CUSTOMSHOUSE
34	STOREKEEPER III	BOCB-STK3-118-1998	9	PHP 21,211.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		NAIA CUSTOMSHOUSE
35	STOREKEEPER III	BOCB-STK3-120-1998	9	PHP 21,211.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		NAIA CUSTOMSHOUSE
36	STOREKEEPER III	BOCB-STK3-121-1998	9	PHP 21,211.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		NAIA CUSTOMSHOUSE
37	STOREKEEPER III	BOCB-STK3-122-1998	9	PHP 21,211.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		NAIA CUSTOMSHOUSE
38	STOREKEEPER III	BOCB-STK3-123-1998	9	PHP 21,211.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		NAIA CUSTOMSHOUSE
39	STOREKEEPER III	BOCB-STK3-124-1998	9	PHP 21,211.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		NAIA CUSTOMSHOUSE
40	STOREKEEPER III	BOCB-STK3-127-1998	9	PHP 21,211.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		NAIA CUSTOMSHOUSE
41	ADMINISTRATIVE AIDE VI (CLERK III)	BOCB-ADA6-96-2005	6	PHP 17,553.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		NAIA CUSTOMSHOUSE
42	ADMINISTRATIVE AIDE VI (CLERK III)	BOCB-ADA6-97-2005	6	PHP 17,553.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		MIA DOMESTIC AIRPORT - NAIA

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43	ADMINISTRATIVE OFFICER II	BOCB-ADOF2-27-2005	11	PHP 27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		HUMAN RESOURCE MANAGEMENT DIVISION - IAG
44	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-30-2005	10	PHP 23,176.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		HUMAN RESOURCE MANAGEMENT DIVISION - IAG
45	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-19-2005	4	PHP 15,586.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional) First Level Eligibility		HUMAN RESOURCE MANAGEMENT DIVISION - IAG
46	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-32-2005	4	PHP 15,586.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional) First Level Eligibility		GENERAL SERVICES DIVISION - IAG
47	ADMINISTRATIVE AIDE IV (CLERK II)	BOCB-ADA4-30-2005	4	PHP 15,586.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional) First Level Eligibility		CENTRAL RECORDS MANAGEMENT DIVISION - IAG
48	ADMINISTRATIVE AIDE V	BOCB-ADA5-16-2005	5	PHP 16,543.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		PUBLIC INFORMATION AND ASSISTANCE DIVISION - IAG
49	DENTIST III	BOCB-DENT3-1-1998	20	PHP 57,347.00	Doctor of Dental Medicine or Dental Surgery	2 years of relevant experience	8 hours of relevant training	RA 1080		MEDICAL AND DENTAL DIVISION IAG
50	DENTIST II	BOCB-DENT2-1-1998	17	PHP 43,030.00	Doctor of Dental Medicine or Dental Surgery	1 year of relevant experience	4 hours of relevant training	RA 1080		MEDICAL AND DENTAL DIVISION IAG
51	DENTIST II	BOCB-DENT2-2-1998	17	PHP 43,030.00	Doctor of Dental Medicine or Dental Surgery	1 year of relevant experience	4 hours of relevant training	RA 1080		MEDICAL AND DENTAL DIVISION IAG

The Bureau of Customs highly encourages all interested and qualified applicants including persons with disability (PWD), and members of the indigenous communities irrespective of sexual orientation and gender identity, to apply.

Interested and qualified applicants must submit application requirements thru the BOC ONLINE APPLICATION PORTAL not later than **December 1, 2023**;

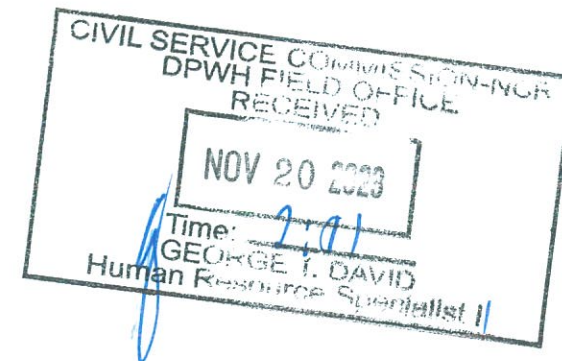
An applicant shall only apply for one position per publication. In case the applicant has submitted multiple applications under one publication, the first application shall be considered for processing.

The following are the application requirements to be uploaded thru the BOC online application portal (<https://iams.customs.gov.ph:25103/Login>), to wit:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
2. Performance rating in the present position for the last rating period, which should be at least Very Satisfactory (shall be required for government employees);
- 3.a. For positions involving practice of profession (e.g. Accountant II, Attorney, Nurse, etc.): AUTHENTICATED and Valid Professional License/ Certificate of Registration/ Report of Rating issued by the Professional Regulations Commission or Supreme Court;
- 3.b. For positions not involving practice of profession: Copy of Certificate of Eligibility;
4. Transcript of Records certified by the School Registrar or by the applicant; and
5. Certificate of Employment for BOC Contract of Service Personnel and External Applicants
6. NBI Clearance valid until **August 2024** (To be submitted during examination/interview)

KHRISTINE JANE V. MELENCIO

Acting Chief
 Human Resource Management Division, Internal Administration Group,
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 639668374445



APPLICATIONS WITH INCOMPLETE AND NON-COMPLIANT DOCUMENTS SHALL NOT BE ENTERTAINED.