



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

**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	Malun, Muamar Asnalun	Customs Operations Officer III / SG-16	Port of San Fernando
2	Octavo, Edgar Sevillaena	Customs Operations Officer III / SG-16	Subport of Sual, Port of San Fernando
3	Baticolon, Joemari Jr. Frio	Customs Operations Officer III / SG-16	Subport of Epsa-Baguio, Port of San Fernando
4	Batica, Normelyn Cassandra Tabunda	Administrative Aide IV / SG-04	Planning and Policy Research Division, Internal Administration Group
5	Paraso, Eismarie Janine Enrile	Administrative Aide IV / SG-04	Valuation and Classification Division, Assessment and Operations Coordinating Group
6	Imbang, Rodolfo Gardon	Administrative Aide IV / SG-04	Port Operations Division, Assessment and Operations Coordinating Group
7	Merioles, Jelena Togño	Administrative Aide I / SG-01	Human Resource Management Division, Internal Administration Group

****NOTHING FOLLOWS****



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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 **December 01, 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 from **December 04 to 07, 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),

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"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."

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"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."

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Should there be concerns and/or clarifications, please contact **Ms. Rocelle Anne P. Quebec** at **09155681758**.

Thank you.

Very truly yours,


KHRISTINE JANE V. MELENCIO
Acting Chief
Human Resource Management Division



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