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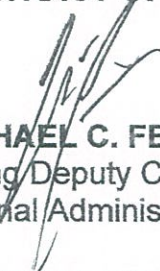
IA G Memo No. 66-2023

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*

**MEMORANDUM**

**FOR :** ALL DEPUTY COMMISSIONERS  
ALL DISTRICT COLLECTORS  
ALL ADMINISTRATIVE OFFICERS  
CONTRACT OF SERVICE PERSONNEL

**FROM :**  **MICHAEL C. FERMIN**  
Acting Deputy Commissioner  
Internal Administration Group

**SUBJECT :** RENEWAL OF JOB ORDER AND/OR  
CONTRACT OF SERVICE PERSONNEL IN  
THE BUREAU OF CUSTOMS FOR THE PERIOD  
JANUARY 01, 2024 TO DECEMBER 31, 2024

**DATE :** 11 December 2023

References:

- Commission on Audit (COA), Department of Budget and Management (DBM) Joint Circular No.2, s.2022 with the subject Amendment to the Commission on Audit (COA)- Department of Budget and Management (DBM) Joint Circular No. 2 dated October 20, 2020; (*Annex A*)
- CMO No.18-2023 with the subject: Amendment to CMO No.07-2021 re: Updated Guidelines on the Retention/ Renewal of Job Order and/or Contract of Service Personnel in the Bureau of Customs; (*Annex B*)
- CSO No. 46-2023 with the subject: Delegation of Authority to Sign; (*Annex C*)

In compliance with the above-cited references, the Bureau shall observe the following guidelines on the engagement of services with existing COS personnel:

1.0 The succeeding contract period of the subject COS personnel shall be **January 01, 2024 to December 31, 2024**, and may be processed provided they have met the following conditions:

1.1 Only the COS personnel with existing **approved Contracts** as of even date shall be entitled for renewal for the abovementioned contract period.



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- 1.2 The position title and amount of salary to be indicated in the contracts must be in line with the approved prescribed position titles and authorized monthly salary matrix of COS personnel contained in CMO No.18-2023.
- 2.0 Further, the Office concerned shall prepare ~~six (6)~~ original copies of Contract (template pursuant to CSO No. 46-2023, attached as Annex C) for each of their respective COS personnel together with the following documentary requirements to be transmitted to the HRMD **not later than 29 December 2023**:
  - 2.1 Six (6) copies of Statement of Functions attached as Annex A of the Contract (Annex D);
  - 2.2 One (1) duly notarized and properly accomplished Personal Data Sheet (PDS);
  - 2.3 Three (3) original copies of Certification stating that the COS personnel shall made to perform functions which are not part of the job description of the Bureau's existing regular employee (Annex E);
  - 2.4 Three (3) original copies of Certificate of Assumption (to be submitted after the assumption date of the concerned COS personnel) (Annex F);
  - 2.5 One (1) copy of Performance Certificate (Annex G); and
  - 2.6 One (1) copy of Performance Evaluation (April to December 2023) (Annex H).
- 3.0 Relative thereto, all requests for additional/replacement of COS/JO personnel shall be endorsed to the Office of the Deputy Commissioner, Internal Administration Group through the HRMD, subject to the availability of funds and approval of the Commissioner.
- 4.0 Please be guided accordingly.

