



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations
21 July 2023

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REGISTRATION NO. 23-1189
ONAR Registration
TIME: 7:10 BY: [Signature]

CUSTOMS MEMORANDUM ORDER
NO. 13-2023

TO : ALL DEPUTY COMMISSIONERS, SERVICE DIRECTORS,
DISTRICT COLLECTORS, DIVISION CHIEFS AND ALL
BOC PERSONNEL

SUBJECT : REVISED RATING CRITERIA FOR HIRING AND PROMOTION
OF PERSONNEL TO FIRST AND SECOND LEVEL
POSITIONS, INCLUDING EXECUTIVE MANAGERIAL
POSITIONS IN THE BUREAU OF CUSTOMS

Section 1. INTRODUCTION. Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 3, s. 2001 and CSC MC No. 14, s. 2018 or the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA Revised 2018), this Customs Memorandum Order sets the rating criteria for evaluation of candidates for hiring and promotion to First¹ and Second² Level Positions in all Groups, Offices, and Collection Districts of the Bureau of Customs.

Section 2. OBJECTIVE. This Order is being issued to:

- 2.1 Institutionalize professionalism and meritocracy in the Bureau by attracting and retaining competent and capable customs officers and personnel to enforce the provisions of Republic Act (RA) No. 10863 or the "Customs Modernization and Tariff Act (CMTA).
- 2.2 Establish rating criteria for evaluation of human resource to fill vacant positions in the First and Second Levels through hiring and promotion in accordance with the merit and fitness principle.
- 2.3 Maintain fairness and impartiality in the evaluation of qualifications of applicants for hiring and promotion.
- 2.4 Guide the Commissioner in selecting the most competent from among all the candidates for appointment to vacant positions based on the prescribed qualification standards.

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[Signature]
MARGARET G. MARALAYSAY
Administrative Officer V

¹ First level positions include clerical, trades and crafts, and custodial service which involve sub-professional work in a non-supervisory or supervisory positions capacity, requiring less than four (4) of collegiate studies.

² Second level positions include positions in professional, technical, and scientific work in non-supervisory capacity up to Division Chief level, requiring at least four (4) years of collegiate studies.

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Section 3. SCOPE. This CMO shall apply to all candidates for hiring and promotion to positions classified under the First and Second Level of the career service in the Bureau.

Section 4. DEFINITION OF TERMS.

- 4.1 **Applicant** – shall refer to an individual who expressed in writing his/her intent to be appointed in the BOC.
- 4.2 **BOC Pool of Trainers** – shall refer to the group of permanent employees of the BOC in all Groups, Offices, and Collection Districts who are recognized by the Bureau as in-house subject matter experts (SMEs), resource persons, and trainers³.
- 4.3 **Candidate** – shall refer to an applicant found to have met the CSC approved minimum requirements of a position.
- 4.4 **Competency** – shall refer to identified observable, measurable, and vital skill, knowledge, and attitude which are translation of capabilities deemed essential for exemplary job performance within the context of a person's job roles, responsibilities, and relationships in an organization and internal and external environments.
- 4.5 **First Level Position** – shall refer to clerical, trades and crafts, and custodial service which involve sub-professional work in a non-supervisory or supervisory positions capacity, requiring less than four (4) years of collegiate studies.
- 4.6 **Qualification Standards** – shall refer to the minimum and basic requirements for positions in the government in terms of education, training, experience, civil service eligibility, physical fitness, personality traits, and other qualities required for successful performance of the duties of the position.
- 4.7 **Experience** – shall refer to the previous jobs in either government, non-government, or private sector, whether full-time or part-time, which, as certified by the Human Resource Officer or authorized officials of the previous employer, are functionally-related to the duties in the Position Description Form (PDF) of the position to be filled.⁴
- 4.8 **Relevant Experience** – shall refer to the previous jobs in either government, non-government or private sector as evaluated by the Human Resource Officer of the Bureau of Customs based on the description of the positions to be filled.

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³ Customs Memorandum Order (CMO) No. 22-2021 or the Guidelines for Selection of National Customs Subject Matter Experts, Resource Persons, Trainers, and Lecturers, and Nomination for the ASEAN Regional Customs Experts

⁴ CSC MC No. 14, s. 2018 or the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018

4.9 **Second Level Position** – shall refer to professional, technical, and scientific positions which involve professional, technical, and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent. It also includes second level executive/managerial positions.

Executive/Managerial shall refer to professional, technical, and scientific positions, the functions of which are managerial in character, exercising management over people, resource, and/or policy and exercising functions such as planning, organizing, directing, coordinating, controlling and overseeing the activities of an organization, a unit thereof, or of a group, requiring some degree of professional, technical, and scientific knowledge and experience, application of managerial skills required to carry out basic duties and responsibilities involving leadership, functional guidance, and control.⁵

Section 5. RATING CRITERIA. The following set of Rating Criteria for evaluation of candidates for hiring and promotion is hereby adopted:

CRITERIA	RATING
A. Educational Attainment	15 points
B. Trainings	25 points
C. Work Experience C.1. For Promotion C.2. For Hiring	30 points
D. Competency Assessment	30 points
TOTAL	100 points
<i>Commendations (Premium)</i>	<i>not to exceed 5 points</i>

CRITERIA	RATING	
A. Educational Attainment	15 points	
First Level - Minimum Requirement (must be able to read and write)	70%	10.5 points
Completion of Elementary Education	100%	15 points
First Level - Minimum Requirement (Elementary Graduate)	70%	10.5 points
Completion of 1st year High School	75%	11.25 points
Completion of 2nd year High School	80%	12 points
Completion of 3rd year High School	90%	13.5 points
Completion of High School	100%	15 points

⁵ CSC MC No. 14, s. 2018 or the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018

First Level - Minimum Requirement (High School Graduate)	70%	10.5 points
Completion of 1st year College	75%	11.25 points
Completion of 2nd year College	80%	12 points
Completion of 3rd year College	90%	13.5 points
Completion of Bachelor's Degree	100%	15 points
First Level - Minimum Requirement (2 years completion in College/ earned at least 72 academic units)	70%	10.5 points
Completion of 3rd year College	85%	12.75 points
Completion of Bachelor's Degree	100%	15 points
Second Level - Minimum Requirement (any Bachelor's Degree)	70%	10.5 points
Second Level - Minimum Requirement (Bachelor's Degree relevant to the position)	75%	11.25 points
Completion of at least 12 units of post graduate masteral studies/ Law (JD) (relevant to the position)	80%	12 points
Completion of at least 24 units of post graduate masteral studies/ Law (JD) (relevant to the position)	85%	12.75 points
Completion of MA/MS/ Law (JD) (relevant to the position)	100%	15 points
Second Level - Minimum Requirement (any Master's Degree or Certificate of Leadership from CSC or its equivalent)	70%	10.5 points
Completion of Master's Degree relevant to the position	85%	12.75 points
Completion of additional Master's Degree or Doctorate Degree or Law (JD) relevant to the position	100%	15 points
B. Trainings	25 points	
For Positions with Salary Grade 21 and below		
Minimum relevant trainings (previous and current)	70%	17.5 points
8 hours training (managerial/supervisory/leadership) or 16 hours training (technical) from the date of assumption to latest appointment on top of the minimum requirement	80%	20 points
16 hours training (managerial/supervisory/leadership) or 24 hours training (technical) from the date of assumption to latest appointment on top of the minimum requirement	90%	22.5 points

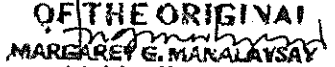
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More than 16 hours training (managerial/supervisory/leadership) or more than 24 hours training (technical) from the date of assumption to latest appointment on top of the minimum requirement	100%	25 points
For Positions with Salary Grade 22 to 25		
Minimum relevant trainings (previous and current)	70%	17.5 points
16 hours training (managerial/supervisory/leadership) or 8 hours training (technical) from the date of assumption to latest appointment on top of the minimum requirement	80%	20 points
24 hours training (managerial/supervisory/leadership) or 16 hours training (technical) from the date of assumption to latest appointment on top of the minimum requirement	90%	22.5 points
More than 24 hours training (managerial/supervisory/leadership) or more than 16 hours training (technical) from the date of assumption to latest appointment on top of the minimum requirement	100%	25 points
For every 8 hours speaking engagement of the Members of the BOC Pool of Trainer and taking into account their classification—SME (2 points), Resource Person/Lecturer/Trainer (1 point). (not to exceed 8 points)	32%	8 points
C.1 Work Experience (For Promotion)	30 points	
Minimum relevant work experience (previous and current)	70%	21 points
One point for every year of relevant experience in excess of minimum requirement (not to exceed 4 points)	13%	4 points
One point for every year of service in relevant acting capacity to higher positions (as supported by a CPO issued/approved by the Commissioner/SOF) in excess of minimum requirement (not to exceed 3 points)	10%	3 points
One point for every active membership to relevant committees/ technical working groups/teams within the last three (3) years (as supported by a Customs Special Order and certification from the chairperson concerned) (not to exceed 2 points)	7%	2 points

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Examples:

FOR PROMOTION TO COO V (Minimum QS for Work Experience – 3 years of relevant experience)	
Applicant's Work Experience	Score/Rating
Current Position:	
COO III – 5 years	21 points
Previous Position:	
COO I – 5 years	4 points
Acting Capacity:	
as Acting COO V – 1 year	1 point
Membership to Committees:	
1. Port Inventory Committee	0 point
2. Trade Facilitation Committee	1 point
Total Score	27 points

FOR PROMOTION TO COO V (Assessment) (Minimum QS for Work Experience – 3 years of relevant experience)	
Applicant's Work Experience	Score/Rating
Current Position:	
COO II (Operations) – 10 years	21 points
Previous Position:	
Administrative Officer I – 2 years	0 point
Acting Capacity:	
as Acting COO III (Assessment) – 3 years	3 points
Membership to Committees:	
1. CMTA Drafting Team	1 point
2. Trade Facilitation Committee	1 point
Total Score	26 points

C.2 Work Experience (For Hiring)	30 points	
Minimum relevant work experience (previous and current)	70%	21 points

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Administrative Officer V

One point for every year of relevant experience in excess of minimum requirement (not to exceed 4 points)	13%	4 points
One point for every year of service as a Contract of Service (COS) Personnel of the Bureau (not to exceed 5 points)	17%	5 points

Examples:

FOR HIRING TO COO I (Minimum QS for Work Experience – None required)	
External Applicant's Work Experience	Score/Rating
Minimum QS met	21 points
Other Relevant Work Experience:	
Customs Service Representative/ Broker – 2 years	2 points
Total Score	23 points

FOR HIRING TO COO I (Minimum QS for Work Experience – None required)	
Applicant's Work Experience	Score/Rating
Minimum QS met	21 points
Other Relevant Work Experience	
N/A	0 point
Contract of Service	
Approved Contract of Service (COS) - 2 years and 7 months	2 points
Total Score	23 points

D. Competency Assessment	30 points	
Written Examination	60%	18 points

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Interview a. Job-related (Situation) – 8 points b. Personality (Values, Integrity, etc.) – 4 points	40%	12 points
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E. Commendations	Additional Points
One (1) point for every commendation from the Commissioner, head of another agency, and relevant international organizations within the last five (5) years (not to exceed 5 points)	5 points

Section 6. REPEALING CLAUSE. This order revokes Customs Memorandum Order (CMO) No. 34-2016 dated 22 December 2016.

Section 7. SEPARABILITY CLAUSE. If, for any reason, any part or provision of this CMO is declared invalid, the other parts of provisions hereof which are not affected thereby shall remain in full force and effect.

Section 8. EFFECTIVITY. This order shall take effect immediately and shall last until revoked.

BIENVENIDO Y. RUBIO
Commissioner



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9 October 2023

Commissioner BIENVENIDO Y. RUBIO
Bureau of Customs
South Harbor, Gate 3, Port Area
Manila

Dear Commissioner Rubio:

This refers to Customs Memorandum Order No. 13-2023, relative to the Revised Criteria for Hiring and Promotion of Personnel to First and Second Level Positions, Including Executive Managerial Positions in the Bureau of Customs.

This Office interposes no objection on the proposed revision. However, the updated BOC MSP and its subsequent amendments should be submitted to this Regional Office for review and approval.

Respectfully yours,

V. F. Esber
VICTORIA F. ESBER
Director IV

C: Director II MIRA MICHELLE A. BRAZIL
CSC FO – Department of Public Works and Highways

PSED/HRAM/FLG/edp

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Bawat Kawani, Lingkod Bayani



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