



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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09 November 2023

CUSTOMS MEMORANDUM ORDER
No. 18-2023

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

- 1.0 Pursuant to Section 8.0 of Joint Circular No. 2, s. 2020 issued by the Commission on Audit (COA) and Department of Budget and Management (DBM) on October 20, 2020, individuals hired through Contract of Service (COS) shall be paid the prevailing market rates, subject to the provision of RA 9184 and its Implementing Rules and Regulations.
- 2.0 In this regard, Annex A of the Customs Memorandum Order (CMO) No. 07-2021, is hereby amended to update the prescribed position titles and authorized monthly salary matrix of personnel under Contract of Service (COS) and /or Job Order (JO) in the Bureau of Customs. *(attached as Annex "A")*
- 3.0 This order shall take place immediately.

U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations

R DEC 07 2023 **D**
REGISTERED 189-A
ONAR Registration TIME: BY: *JNR*

BIENVENIDO Y. RUBIO
Commissioner

[Signature]
DEC 06 2023

Bureau of Customs
CENTRAL RECORDS MGT. DIVISION

**CERTIFIED TRUE COPY
OF THE ORIGINAL**

[Signature]
MARGARET G. MANALAYSA
Administrative Officer V



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | www.customs.gov.ph | boc.cares@customs.gov.ph



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PRESCRIBED POSITION TITLES AND AUTHORIZED MONTHLY WAGE/SALARY RELATIVE TO THE HIRING, RETENTION/RENEWAL, AND REPLACEMENT OF ALL PERSONS UNDER CONTRACT OF SERVICE

NO	POSITION TITLE	MONTHLY WAGE/SALARY	PLACE OF ASSIGNMENT
1	Technical Assistant	PHP 50,000.00	Office of the Commissioner and Groups
2	Legal Services Officer	PHP 40,000.00	Office of the Commissioner, Groups and Collection Districts
3	Technical Support Staff	PHP 25,000.00	Office of the Commissioner, Groups
4	Administrative Services Officer	PHP 21,211.00	Office of the Commissioner, Groups and Collection Districts
5	Lead Client Service Representative	PHP 21,211.00	Groups and Collection Districts
6	Multi-media Designer/ Videographer	PHP 21,211.00	Groups and Collection Districts
7	Client Service Representative	PHP 19,744.00	Groups and Collection Districts
8	Legal Services Assistant	PHP 17,553.00	Groups and Collection Districts
9	Administrative Services Assistant	PHP 17,553.00	Office of the Commissioner, Groups and Collection Districts
10	Data Encoder	PHP 15,586.00	Office of the Commissioner, Groups and Collection Districts
11	Assistant Electronics and Communications Equipment Technician	PHP 15,586.00	Groups
12	Driver/Courier	PHP 14,768.00	Office of the Commissioner, Groups and Collection Districts
13	Administrative Services Aide	PHP 13,000.00	Office of the Commissioner, Groups and Collection Districts

Bureau of Customs
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OF THE ORIGINAL
MARGARET G. MANAL
Administrative Officer
BAGONG PILIPINAS

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