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IAG Memo No. 01-2024


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 GROUPS AND COLLECTION DISTRICTS

**ATTN :** ALL ADMINISTRATIVE OFFICERS IN GROUPS AND COLLECTION DISTRICTS

**FROM :**  **KHRISTINE JANE V. MELENCIO**  
Acting Chief, Human Resource Management Division

**SUBJECT :** REQUEST FOR FILLING-UP OF PRIORITY VACANT POSITIONS FOR CY 2024

**DATE :** 03 January 2024

- 1.0 This has reference to IAG Memorandum No. 65-2023 dated 15 December 2023, which directs all Administrative Divisions/Units of Groups/Collection Districts to submit the list the accomplished List of Priority Vacant Positions Form of their respective Groups and Collection Districts (*attached as Annex "A"*). The said list will be the basis of the vacant positions to be published for filling in CY 2024.
- 2.0 Relative thereto, all Offices that have yet to comply with the above-cited Memorandum are hereby requested to submit the accomplished List of Priority Vacant Positions Form to Human Resource Management Division thru email ([hrmd@customs.gov.ph](mailto:hrmd@customs.gov.ph)) **not later than 12 January 2024 (Friday)**.
- 3.0 For your compliance.



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DEPARTMENT OF FINANCE  
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IAG Memo No. 05-2023  
MEMORANDUM

FOR : ALL GROUPS AND COLLECTION DISTRICTS

ATTN : ALL ADMINISTRATIVE OFFICERS IN GROUPS  
AND COLLECTION DISTRICTS

FROM :  KHRISTINE JANE V. MELENCIO  
Acting Chief, Human Resource Management Division

SUBJECT : REQUEST FOR FILLING-UP OF PRIORITY  
VACANT POSITIONS FOR CY 2024

DATE : December 15, 2023

1. Consistent with the continuous filling of vacant positions in the Bureau, all Administrative Divisions/Units of Groups/Collection Districts are directed to identify the priority vacant positions of their respective Groups and Collection Districts to be published for filling in the CY 2024.
2. Relative thereto, please be guided by the following:
  - a. a sample matrix on the forgoing subject (*attached as Annex "A"*) shall be accomplished by the Group/Collection District's Administrative Office/Unit; and
  - b. on the **REMARKS** column, the respective Administrative Office/Units shall indicate the justification for prioritizing the filling of said position/s.
3. The accomplished List of Priority Vacant Positions Form shall be submitted to the Human Resource Management Division (HRMD) **on or before 22 December 2023**. Further, a soft copy in MS Excel format may be submitted in advance thru email: [hcmd.recruitment@customs.gov.ph](mailto:hcmd.recruitment@customs.gov.ph).
4. For your compliance.



LIST OF PRIORITY VACANT POSITIONS FOR HIRING AND PROMOTION			
For Year 2024			
CEBU			
Position	Item Number	SG	No of Vacancies
Customs Operations Officer V	BOCB-COPO5-19-1998	20	1
Customs Operations Officer IV	BOCB-COPO4-41-1998	18	3
Customs Operations Officer IV	BOCB-COPO4-43-1998	18	
Customs Operations Officer IV	BOCB-COPO4-44-1998	18	
Customs Operations Officer III	BOCB-COPO3-759-1998	16	3
Customs Operations Officer III	BOCB-COPO3-770-1998	16	
Customs Operations Officer III	BOCB-COPO3-775-1998	16	
Customs Operations Officer II	BOC-COPO2-86-1998	13	2
Customs Operations Officer II	BOC-COPO2-90-1998	13	
Warehouseman IV	BOCB-WH4-41-1998	13	2
Warehouseman IV	BOCB-WH4-41-1998	13	
Customs Operations Officer I	BOCB-COP01-24-1998	11	10
Customs Operations Officer I	BOC-COPO1-111-1998	11	
Customs Operations Officer I	BOC-COPO1-114-1198	11	
Customs Operations Officer I	BOC-COPO1-120-1998	11	
Customs Operations Officer I	BOC-COPO1-122-1998	11	
Customs Operations Officer I	BOC-COPO1-124-1998	11	
Customs Operations Officer I	BOC-COPO1-125-1998	11	
Customs Operations Officer I	BOC-COPO1-126-1998	11	
Customs Operations Officer I	BOC-COPO1-127-1998	11	
Customs Operations Officer I	BOC-COPO1-133-1998	11	
Warehouseman III	BOCB-WH3-283-1998	11	16
Warehouseman III	BOCB-WH3-284-1998	11	
Warehouseman III	BOCB-WH3-287-1998	11	
Warehouseman III	BOCB-WH3-288-1998	11	
Warehouseman III	BOCB-WH3-289-1998	11	
Warehouseman III	BOCB-WH3-291-1998	11	
Warehouseman III	BOCB-WH3-292-1998	11	
Warehouseman III	BOCB-WH3-295-1998	11	
Warehouseman III	BOCB-WH3-296-1998	11	
Warehouseman III	BOCB-WH3-297-1998	11	
Warehouseman III	BOCB-WH3-298-1998	11	
Warehouseman III	BOCB-WH3-299-1998	11	
Warehouseman III	BOCB-WH3-300-1998	11	
Warehouseman III	BOCB-WH3-302-1998	11	
Warehouseman III	BOCB-WH3-303-1998	11	
Warehouseman III	BOCB-WH3-305-1998	11	
Assistant Customs Operations Officer	BOCB-ACOO-103-1998	9	4
Assistant Customs Operations Officer	BOCB-ACOO-104-1998	9	
Assistant Customs Operations Officer	BOCB-ACOO-115-1998	9	
Assistant Customs Operations Officer	BOCB-ACOO-118-1998	9	
Security Guard II	BOCB-SECG2-1233-1998	5	2
Security Guard II	BOCB-SECG2-1255-1998	5	
Administrative Officer I	BOCB-ADOF1-98-2005	10	1
Administrative Aide IV	BOCB-ADA4-285-2005	4	1
Administrative Aide I	BOCB-ADA1-121-2005	1	1

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Position	Item Number	SG	No of Vacancies
Administrative Officer II	BOCB-ADOF2-46-2005	11	1
Customs Operations Officer I	BOCB-COPO1-40-2012	11	5
Customs Operations Officer I	BOCB-COPO1-43-2012	11	
Customs Operations Officer I	BOCB-COPO1-44-2012	11	
Customs Operations Officer I	BOCB-COPO1-49-2012	11	
Customs Operations Officer I	BOCB-COPO1-50-2012	11	
Warehouseman III	BOCB-WH3-306-1998	11	1
Assistant Customs Operations Officer	BOCB-ACOO-119-1998	9	1
Administrative Assistant II	BOCB-ADAS2-48-2005	8	1
Administrative Aide VI	BOCB-ADA6-107-2005	6	1
Administrative Aide IV	BOCB-ADA4-288-2005	4	1
Administrative Aide I	BOCB-ADA1-123-2005	1	1
DUMAGUETE			
Position	Item Number	SG	No of Vacancies
Customs Operations Officer III	BOCB-COPO3-793-1998	16	1
Customs Operations Officer I	BOCB-COPO1-136-1998	11	1
Assistant Customs Operations Officer	BOCB-ACOO-121-1998	9	1
Administrative Assistant II	BOCB-ADAS2-49-2005	8	1
Administrative Aide IV	BOCB-ADA4-290-2005	4	2
Administrative Aide IV	BOCB-ADA4-292-2005	4	