



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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hand

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

02 January 2024

CUSTOMS MEMORANDUM ORDER

No. 01-2024

SUBJECT: Amendment to CMO No. 18-2023 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. 18-2023, is hereby amended to update the prescribed 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 effect immediately.

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

R JAN 15 2024 **D**
REGISTRATION NO. 24-0058

ONAR Registration
TIME: 10:30 BY: *ceite*

BIENVENIDO Y. RUBIO
Commissioner



JAN 11 2024

Bureau of Customs
CENTRAL RECORDS MGT. DIVISION

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OF THE ORIGINAL**

Margaret G. Manalaya
MARGARET G. MANALAYA
Administrative Officer V 01/12/2024



01-2024



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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	Executive Assistant	PHP 40,000.00	Office of the Commissioner, Groups and Collection Districts
3	Legal Services Officer	PHP 40,000.00	Office of the Commissioner, Groups and Collection Districts
4	Technical Staff	PHP 35,000.00	Office of the Commissioner and Groups
5	Technical Support Staff	PHP 25,000.00	Office of the Commissioner and Groups
6	Administrative Services Officer	PHP 21,211.00	Office of the Commissioner, Groups and Collection Districts
7	Lead Client Service Representative	PHP 21,211.00	Groups and Collection Districts
8	Multi-media Designer/ Videographer	PHP 21,211.00	Groups and Collection Districts
9	Client Service Representative	PHP 19,744.00	Groups and Collection Districts
10	Legal Services Assistant	PHP 17,553.00	Groups and Collection Districts
11	Administrative Services Assistant	PHP 17,553.00	Office of the Commissioner, Groups and Collection Districts
12	Data Encoder	PHP 15,586.00	Office of the Commissioner, Groups and Collection Districts
13	Assistant Electronics and Communications Equipment Technician	PHP 15,586.00	Groups
14	Driver/Courier	PHP 14,768.00	Office of the Commissioner, Groups and Collection Districts
15	Administrative Services Aide Bureau of Customs	PHP 13,000.00	Office of the Commissioner, Groups and Collection Districts

CENTRAL RECORDS MGT. DIVISION

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MARGARET G. MANALAY
Administrative Officer V, Bureau of Customs

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88