

**BULLETIN OF VACANT POSITIONS IN THE BUREAU OF CUSTOMS AS OF MAY 24, 2024**

**INSTRUCTIONS TO ALL APPLICANTS**

*for May 24, 2024 Publication*

1. All applicants must meet the minimum requirements of vacant position(s).
2. The following are the required application requirements:

APPLICANT	APPLICATION REQUIREMENTS TO BE UPLOADED THRU THE BOC ONLINE APPLICATION PORTAL
<b>BOC Employees</b>	<p>– Filled out Personal Data Sheet (PDS/CS Form 212 Revised 2017) and Work Experience Sheet.</p> <p>– COPY of Authenticated Eligibility or issued by the Civil Service Commission; or COPY of Authenticated License (Rating and Valid Professional License ID) issued by Professional Regulation Commission; or Certificate of Admission to the Philippine Bar issued by the Supreme Court.</p> <p>– COPY Individual Performance Commitment Review Form (IPCR) in the present position for the period <b>January to June 2023 and July to December 2023</b>; rating should be at least Very Satisfactory.</p>
<b>NON – BOC Employees</b>	<p>– Filled out Personal Data Sheet (PDS/CS Form 212 Revised 2017) and Work Experience Sheet.</p> <p>– COPY of Authenticated Eligibility or issued by the Civil Service Commission; or COPY of Authenticated License (Rating and Valid Professional License ID) issued by Professional Regulation Commission; or Certificate of Admission to the Philippine Bar issued by the Supreme Court.</p> <p>– COPY of Performance Appraisal Report for the <b>last rating period</b> (for government employees only) should be at least Very Satisfactory, shall be required.</p> <p>– COPY of Transcript of Record certified by the School Registrar or by the applicant.</p> <p>– COPY of Certificate of Employment for BOC Contract of Service Personnel and External Applicants</p> <p>– COPY of NBI Clearance with validity until <b>February 2025</b> must be submitted during the schedule of written examination/interview.</p>

*“This Bureau complies with the Equal Employment Opportunity Principle (EEO) and highly encourages interested and qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation” (2017 ORAOHRA, as amended and RA 10524).”*

1. Applications must be submitted through **BOC Online Application Portal**. (Click here to view the BOC Online Process)
2. All supporting documents must be uploaded thru **BOC Online Application Portal** Account of the applicant. (<https://iams.customs.gov.ph:25103/Login>)
3. Applicants are only allowed to apply for **one (1) position per publication**.
4. Applicants who previously applied to the same position as published in the subject publication **MUST** re-submit the required documents as indicated above thru **BOC Online Application Portal**.
5. The deadline of submission of application and requirements is **on/before 05 June 2024 (Wednesday)**.
6. Any request for amendment of applications (i.e. change of position applied to and change of office applied to) must be submitted to the HRMD **not later than 05 July 2024 (Friday)**, subject to the evaluation and approval of the HRMPSB.
7. Pursuant to CMO 27 – 2016, BOC Merit Selection Plan, all candidates for promotion, including qualified next-in-rank, must submit the documentary requirements within the prescribed period. Non – submission of said requirements on time shall mean waiver of their possible promotion.
8. Pursuant to IAG Memorandum No. 15 – 2022, BOC Guidelines on the conduct of competency-based examination for hiring and promotion. The rating obtained in the competency-based examination shall remain valid for two (2) years after the result has been announced.
9. Applicants for promotion must be guided by Sec. 97 Rule IX Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board of the 2017 ORAOHRA, Revised 2018 on the Three – Salary Grade Limitation on Promotion.
10. External recommendations **SHALL NOT** be included in the documents to be submitted for evaluation.
11. Applications from Government Employees who are due for compulsory retirement on/or before May 2024 **SHALL NOT** be processed.
12. Kindly be advised that applications with **INCOMPLETE** requirements will NOT be accepted and processed.
13. Please be reminded that documents submitted to BOC – HRMD shall be deemed property of the Bureau, as such, retrieval and/or pulling – out of the same is subject to approval.

**For inquiries contact the BOC Human Resource Merit Promotion and Selection Board (HRMPSB) Secretariat at 09270250874.**