

Republic of the Philippines
Bureau of Customs
Request for Publication of Vacant Positions

**CIVIL SERVICE COMMISSION-NCR
DPWH FIELD OFFICE
RECEIVED**
Electronic copy to be submitted to the CSC FO must be in MS Excel format
JUN 27 2024
Time: 3:43
JOY R. CANOZA-BANCORO
Sr. Human Resource Specialist

Christine Jane V. Melencio
Acting Chief, HRMD
June 27, 2024

Date:

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Bureau of Customs in the CSC website:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					PLACE OF ASSIGNMENT
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE AIDE I	BOCB-ADA1-97-2005	1	PHP 13,000.00	Must be able to read and write	None required	None required	None required		NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
2	ADMINISTRATIVE AIDE I	BOCB-ADA1-117-2005	1	PHP 13,000.00	Must be able to read and write	None required	None required	None required		SUB-PORT OF TABACCO - PORT OF LEGASPI
3	ADMINISTRATIVE AIDE II (MESSENGER)	BOCB-ADA2-101-2005	2	PHP 13,819.00	Elementary School Graduate	None required	None required	None required (MC NO. 10 s. 2013 - Cat. III)		NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
4	ADMINISTRATIVE AIDE II (MESSENGER)	BOCB-ADA2-102-2005	2	PHP 13,819.00	Elementary School Graduate	None required	None required	None required (MC NO. 10 s. 2013 - Cat. III)		NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
5	ADMINISTRATIVE AIDE II (MESSENGER)	BOCB-ADA2-107-2005	2	PHP 13,819.00	Elementary School Graduate	None required	None required	None required (MC NO. 10 s. 2013 - Cat. III)		NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
6	ADMINISTRATIVE AIDE II (MESSENGER)	BOCB-ADA2-112-2005	2	PHP 13,819.00	Elementary School Graduate	None required	None required	None required (MC NO. 10 s. 2013 - Cat. III)		NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
7	ADMINISTRATIVE AIDE II (MESSENGER)	BOCB-ADA2-120-2005	2	PHP 13,819.00	Elementary School Graduate	None required	None required	None required (MC NO. 10 s. 2013 - Cat. III)		SUB-PORT OF TABACCO - PORT OF LEGASPI
8	ADMINISTRATIVE AIDE III (DRIVER)	BOCB-ADA3-40-2005	3	PHP 14,678.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC NO. 10 s. 2013 - Cat. IV)		PORT OF ILOILO

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JUN 27 2024
NINYO AQUINO
INTERNATIONAL AIRPORT
CUSTOMSHOUSE
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JOY R. CANOZA-BANCORO
Sr. Human Resource Specialist

INTERNATIONAL AIRPORT
CUSTOMSHOUSE

NINYO AQUINO
INTERNATIONAL AIRPORT
CUSTOMSHOUSE

NINYO AQUINO
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NINYO AQUINO
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CUSTOMSHOUSE

NINYO AQUINO
INTERNATIONAL AIRPORT
CUSTOMSHOUSE

MIA AIRMAIL DISTRIBUTION
CENTER - NINYO AQUINO
INTERNATIONAL AIRPORT

SUB-PORT OF PULUPANDAN -
PORT OF ILOILO

NINYO AQUINO
INTERNATIONAL AIRPORT
CUSTOMSHOUSE

NINYO AQUINO
INTERNATIONAL AIRPORT
CUSTOMSHOUSE

NINYO AQUINO
INTERNATIONAL AIRPORT
CUSTOMSHOUSE

9	ADMINISTRATIVE AIDE IV	BOCB-ADA4-246-2005	4	PHP 15,586.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) First Level Eligibility		
10	ADMINISTRATIVE AIDE IV	BOCB-ADA4-252-2005	4	PHP 15,586.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) First Level Eligibility		
11	ADMINISTRATIVE AIDE IV	BOCB-ADA4-254-2005	4	PHP 15,586.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) First Level Eligibility		
12	ADMINISTRATIVE AIDE IV	BOCB-ADA4-258-2005	4	PHP 15,586.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) First Level Eligibility		
13	ADMINISTRATIVE AIDE IV	BOCB-ADA4-261-2005	4	PHP 15,586.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) First Level Eligibility		
14	ADMINISTRATIVE AIDE IV	BOCB-ADA4-263-2005	4	PHP 15,586.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) First Level Eligibility		
15	ADMINISTRATIVE AIDE IV	BOCB-ADA4-271-2005	4	PHP 15,586.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) First Level Eligibility		
16	ADMINISTRATIVE AIDE IV	BOCB-ADA4-281-2005	4	PHP 15,586.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) First Level Eligibility		
17	SECURITY GUARD II	BOCB-SECG2-989-1998	5	PHP 16,543.00	High School Graduate	None required	None required	Security Guard License (MC 11, s. 1996, as amended - Cat. IV)		
18	SECURITY GUARD II	BOCB-SECG2-998-1998	5	PHP 16,543.00	High School Graduate	None required	None required	Security Guard License (MC 11, s. 1996, as amended - Cat. IV)		
19	SECURITY GUARD II	BOCB-SECG2-1021-1998	5	PHP 16,543.00	High School Graduate	None required	None required	Security Guard License (MC 11, s. 1996, as amended - Cat. IV)		

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NINOY AQUINO
INTERNATIONAL AIRPORT
CUSTOMSHOUSE
JOY R. CANOZA-BANCORO
Sr. Human Resource Specialist

20	SECURITY GUARD II	BOCB-SECG2-1031-1998	5	PHP 16,543.00	High School Graduate	None required	None required	Security Guard License (MC 11, s. 1996, as amended - Cat. IV)	
21	SECURITY GUARD II	BOCB-SECG2-1042-1998	5	PHP 16,543.00	High School Graduate	None required	None required	Security Guard License (MC 11, s. 1996, as amended - Cat. IV)	
22	SECURITY GUARD II	BOCB-SECG2-1105-1998	5	PHP 16,543.00	High School Graduate	None required	None required	Security Guard License (MC 11, s. 1996, as amended - Cat. IV)	
23	SECURITY GUARD II	BOCB-SECG2-1107-1998	5	PHP 16,543.00	High School Graduate	None required	None required	Security Guard License (MC 11, s. 1996, as amended - Cat. IV)	
24	ADMINISTRATIVE AIDE VI	BOCB-ADA6-83-2005	6	PHP 17,553.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11, s. 1996, as amended Career Service (Sub-professional) First Level Eligibility	
25	ADMINISTRATIVE AIDE VI	BOCB-ADA6-89-2005	6	PHP 17,553.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11, s. 1996, as amended Career Service (Sub-professional) First Level Eligibility	
26	STOREKEEPER III	BOCB-STK3-110-1998	9	PHP 21,211.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility	
27	STOREKEEPER III	BOCB-STK3-119-1998	9	PHP 21,211.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility	
28	STOREKEEPER III	BOCB-STK3-138-1998	9	PHP 21,211.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility	
29	STOREKEEPER III	BOCB-STK3-140-1998	9	PHP 21,211.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility	
30	STOREKEEPER III	BOCB-STK3-143-1998	9	PHP 21,211.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility	

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 NINOY AQUINO INTERNATIONAL AIRPORT
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 AIRCRAFT OPERATIONS
 DIVISION - NINOY AQUINO
 INTERNATIONAL AIRPORT
 JOY REANOZA-BANCORO
 Sr. Human Resource Specialist

31	STOREKEEPER III	BOCB-STK3-163-1998	9	PHP 21,211.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility	
32	ASSISTANT CUSTOMS OPERATIONS OFFICER	BOCB-ACOO-24-2012	9	PHP 21,211.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility	
33	ADMINISTRATIVE OFFICER I	BOCB-ADOF1-30-2005	10	PHP 23,176.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	HUMAN RESOURCE MANAGEMENT DIVISION - INTERNAL ADMINISTRATION GROUP
34	ADMINISTRATIVE OFFICER II	BOCB-ADOF2-19-2005	11	PHP 27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	ACCOUNTING DIVISION - INTERNAL ADMINISTRATION GROUP
35	WAREHOUSEMAN III	BOCB-WH3-230-1998	11	PHP 27,000.00	Completion of two (2) years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional) First Level Eligibility	NINOY AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
36	WAREHOUSEMAN III	BOCB-WH3-236-1998	11	PHP 27,000.00	Completion of two (2) years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional) First Level Eligibility	NINOY AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
37	WAREHOUSEMAN III	BOCB-WH3-243-1998	11	PHP 27,000.00	Completion of two (2) years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional) First Level Eligibility	NINOY AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
38	WAREHOUSEMAN III	BOCB-WH3-258-1998	11	PHP 27,000.00	Completion of two (2) years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional) First Level Eligibility	NINOY AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
39	WAREHOUSEMAN III	BOCB-WH3-270-1998	11	PHP 27,000.00	Completion of two (2) years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional) First Level Eligibility	NINOY AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
40	WAREHOUSEMAN III	BOCB-WH3-197-1998	11	PHP 27,000.00	Completion of two (2) years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional) First Level Eligibility	NINOY AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
41	WAREHOUSEMAN IV	BOCB-WH4-40-1998	13	PHP 31,320.00	Completion of two (2) years studies in college	3 years of relevant experience	16 hours of relevant training	Career Service (Sub-professional) First Level Eligibility	NINOY AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE

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**CIVIL SERVICE COMMISSION-NCR
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INTELLIGENCE DIVISION -
INTELLIGENCE GROUP
JUN 27 2024
Time: 3:43
SUB-PORT OF MARIVELES -
JOY R. CANOZA-BARCORO
Sr. Human Resource Specialist

42	INTELLIGENCE OFFICER III	BOCB-INTELO3-4-1998	18	PHP 46,725.00	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility		
43	ATTORNEY II	BOCB-ATY2-27-2010	18	PHP 46,725.00	Bachelor of Laws	None required	None required	RA 1080		
44	ATTORNEY II	BOCB-ATY2-30-2010	18	PHP 46,725.00	Bachelor of Laws	None required	None required	RA 1080		MANILA INTERNATIONAL CONTAINER PORT
45	CUSTOMS OPERATIONS OFFICER IV	BOCB-COPO4-40-1998	18	PHP 46,725.00	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility		PORT OF ILOILO
46	CUSTOMS OPERATIONS OFFICER IV	BOCB-COPO4-50-1998	18	PHP 46,725.00	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility		SUB-PORT OF NASIPIT - PORT OF SURIGAO
47	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-88-1998	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		VALUATION AND CLASSIFICATION DIVISION - ASSESSMENT & OPERATIONS COORDINATING GROUP
48	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-8-2003	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		AUDIT DIVISION 1 - POST CLEARANCE AUDIT GROUP
49	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-99-1998	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		PORT OF SAN FERNANDO
50	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-54-1998	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		PORT OF MANILA
51	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-62-1998	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		PORT OF MANILA
52	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-64-1998	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		PORT OF MANILA

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JOY R. CANOZA-BANCORO
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CUSTOMS POSTAL OFFICE -
PORT OF MANILA

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PORT OF MANILA

MANILA INTERNATIONAL
CONTAINER PORT

NINYO AQUINO
INTERNATIONAL AIRPORT
CUSTOMSHOUSE

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INTERNATIONAL AIRPORT
CUSTOMSHOUSE

DEPARTURE OPERATIONS
DIVISION - NINYO AQUINO
INTERNATIONAL AIRPORT

ARRIVAL OPERATIONS
DIVISION - NINYO AQUINO
INTERNATIONAL AIRPORT

PORT OF CEBU

53	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-73-1998	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		
54	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-74-1998	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		
55	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-96-1998	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		MANILA INTERNATIONAL CONTAINER PORT
56	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-7-1998	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
57	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-8-1998	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
58	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-115-1998	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
59	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-116-1998	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
60	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-120-1998	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		NINYO AQUINO INTERNATIONAL AIRPORT CUSTOMSHOUSE
61	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-10-2010	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		DEPARTURE OPERATIONS DIVISION - NINYO AQUINO INTERNATIONAL AIRPORT
62	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-11-2012	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		ARRIVAL OPERATIONS DIVISION - NINYO AQUINO INTERNATIONAL AIRPORT
63	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-17-1998	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		PORT OF CEBU

CIVIL SERVICE COMMISSION-NCR
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JOY R. CANOZA-BANCORO
Sr. Human Resource Specialist

PORT OF CEBU

PORT OF DAVAO

PORT OF DAVAO

PROSECUTION AND
LITIGATION DIVISION -
REVENUE COLLECTION
MONITORING GROUP

INTERNAL INQUIRY AND
PROSECUTION DIVISION -
INTELLIGENCE GROUP

PORT OF MANILA

NINOY AQUINO
INTERNATIONAL AIRPORT
CUSTOMSHOUSE

64	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-18-1998	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		
65	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-18-2012	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		
66	CUSTOMS OPERATIONS OFFICER V	BOCB-COPO5-25-1998	20	PHP 57,347.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		
67	ATTORNEY III	BOCB-ATY3-9-1998	21	PHP 63,997.00	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080		
68	ATTORNEY III	BOCB-ATY3-46-2010	21	PHP 63,997.00	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080		
69	ATTORNEY III	BOCB-ATY3-48-2010	21	PHP 63,997.00	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080		
70	ATTORNEY III	BOCB-ATY3-52-2010	21	PHP 63,997.00	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080		

"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)."

Interested and qualified applicants must submit application requirements thru the **BOC ONLINE APPLICATION PORTAL** not later than **July 07, 2024**

An applicant shall only apply for one position per publication. In case the applicant has submitted multiple applications under one publication, the first application shall be considered for processing.

The following are the application requirements to be uploaded thru the BOC online application portal (<https://iams.customs.gov.ph:25103/Login>), to wit:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
2. Performance rating in the present position for the last rating period, which should be at least Very Satisfactory (shall be required for government employees);
- 3.a. For positions involving practice of profession (e.g. Accountant II, Attorney, Nurse, etc.): AUTHENTICATED and Valid Professional License/ Certificate of Registration/ Report of Rating issued by the Professional Regulations Commission or Supreme Court;
- 3.b. For positions not involving practice of profession: Copy of Certificate of Eligibility;
4. Transcript of Records certified by the School Registrar or by the applicant; and
5. Certificate of Employment for BOC Contract of Service Personnel and External Applicants;
6. NBI Clearance valid until **March 2025** (for **External Applicants ONLY** to be submitted during examination/interview).

KHRISTINE JANE V. MELENCIO

Acting Chief
Human Resource Management Division, Internal Administration Group,
2/F OODM Bldg., Bureau of Customs,
Gate 3, South Harbor, Port Area, Manila
(02) 5271944/5273622 or thru mobile number 09690379699

APPLICATIONS WITH INCOMPLETE AND NON-COMPLIANT DOCUMENTS SHALL NOT BE ENTERTAINED.