



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

05 July 2024

**NOTICE TO ALL APPLICANTS FOR HIRING AND PROMOTION RE:
SUBMISSION OF APPLICATIONS FOR 27 JUNE 2024 PUBLICATION OF
VACANT POSITIONS IN BOC**

1. Due to the technical issues in accessing the BOC Online Application Portal (Recruitment Portal via <https://iams.customs.gov.ph:25103/Login>), the deadline of submission of applications to the vacant plantilla positions published on 27 June 2024 is extended until 08 July 2024 (Monday), 11:59PM.
2. Relative thereto, interested applicants are hereby advised to submit their applications thru email: hrmd.bocapplication@customs.gov.ph with the subject line: *June 2024 Publication Application for Position-Office where the vacancy exists (ex. June 2024 Publication Application for Customs Operations Officer V-NAIA Customshouse)* not later than the specified deadline. Applications shall include the following documentary requirements for the conduct of preliminary evaluation.
 - 2.1 Letter of Intent (<https://customs.gov.ph/hr-forms/>)
 - 2.2 Duly accomplished Personal Data Sheet (CS Form No. 212)
 - 2.3 Work Experience Sheet (CS Form No. 212)
 - 2.4 Individual Performance Commitment Review Form (IPCR) for the period of January 2023 to June 2023 and July 2023 to December 2023 (for government employees)
 - 2.5 Authenticated Copy of Eligibility
 - 2.6 Certified True Copy of Transcript of Records
 - 2.7 Certificates of Training/s
 - 2.8 NBI Clearance
3. Further, those who have already submitted their applications thru BOC Online Application Portal are also required to submit the complete application documents via said BOC HRMD e-mail.
4. Kindly be advised that only applications with **COMPLETE** application documents shall be processed.
5. Lastly, all applications relative to subject publication, whether for hiring or promotion, will be assessed with strict observance to the BOC Merit Selection Plan (MSP) and pertinent Civil Service Commission laws, rules, and regulations.
6. For information and guidance.

**BOC HUMAN RESOURCE MERIT PROMOTION
AND SELECTION BOARD**



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