



## NOTICE TO ALL SELECTED CANDIDATES FOR APPOINTMENT TO VARIOUS POSITIONS IN THE BUREAU OF CUSTOMS

### CONGRATULATIONS!

We wish to inform you of your selection for appointment to the following positions:

| NO. | NAME                                     | POSITION AND SALARY GRADE                     | PLACE OF ASSIGNMENT   |
|-----|--|---|---|
| 1   | Viojan, Michael Jones Morados            | Computer Operator II / SG-09                  | Port Data Management Unit, Management Information Systems and Technology Group  |
| 2   | Reniva, Cludeth Coper                    | Computer File Librarian / SG-12               | Port Data Management Unit, Management Information Systems and Technology Group  |
| 3   | Basa, Arbi Bengat                        | Computer Maintenance Technologist II / SG-15  | Technical Support Division, Management Information Systems and Technology Group |
| 4   | Sabdullah, Jabar Alawi (Atty.)           | Attorney I / SG-16                            | Sub-port of Iligan, Port of Cagayan de Oro                                      |
| 5   | Mangundayao, Domel Magadia               | Computer Maintenance Technologist III / SG-17 | Technical Support Division, Management Information Systems and Technology Group |
| 6   | Carbonell, Byron Azcune (Atty.)          | Attorney II / SG-18                           | Manila International Container Port   |
| 7   | Yerro, Teodolfo Martin IV Santos (Atty.) | Attorney II / SG-18                           | NAIA Customshouse   |
| 8   | Cruzat, Oliver Calata                    | Information Technology Officer I / SG-19      | Port Data Management Unit, Management Information Systems and Technology Group  |
| 9   | Tagala, Cynthia Badanoy                  | Information Technology Officer I / SG-19      | Port Data Management Unit, Management Information Systems and Technology Group  |
| 10  | Cabanilla, Laurence Felisco (Atty.)      | Attorney III / SG-21                          | Manila International Container Port   |
| 11  | Aquino, Francis Bernabe Bautista         | Information Technology Officer II / SG-22     | Port Data Management Unit, Management Information Systems and Technology Group  |



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

|    |                                     |                       |  |
|----|-------------------------------------|-----------------------|--|
| 12 | Esguerra, Delia Diamante<br>(Atty.) | Accountant IV / SG-22 | Revenue Accounting<br>Division, Revenue<br>Collection Monitoring Group |
|----|-------------------------------------|-----------------------|--|

**\*\*nothing follows\*\***

Relative thereto, the Human Resource Management Division (HRMD) shall furnish the appointees concerned with the **Checklist of requirements for the attestation of appointment by the Civil Service Commission (CSC)** via electronic mail. Appointees concerned must submit the complete documents indicated therein to the HRMD Office not later than **October 17, 2022**.

Note that only the appointments of those whose requirements are complied with as instructed shall be processed. Further, the distribution of Notices of Appointment for acknowledgement of the appointees concerned shall be on **October 17, 2022**. Assumption to their respective offices of assignment will be authorized upon the receipt of the appointees of the written copy of Notices of Appointment from the HRMD.

Please be reminded of the following relative provisions of the CSC Memorandum Circular No. 14, s. 2018 (2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018),

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*“If the appointee has taken his/her oath office and assumed the duties of the position, he/she shall be entitled to receive his/her salary at once without awaiting the approval/validation of his/her appointment by the Commission.”*

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*“An appointment issued by the appointing officer/authority may be cancelled if the appointee does not assume office or report to duty within thirty (30) calendar days from receipt of the written notice of the appointment.”*

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Should there be concerns and/or clarifications, please contact **Ms. Krizel Joyce C. Rivera** at **0977-246-6883**.

Thank you.

Very truly yours,

**(original signed)**  
**KHRISTINE JANE V. MELENCIO**  
Acting Chief  
Human Resource Management Division