LETTER OF INTENT
(FOR PROMOTION)

Date:

The Commissioner
Bureau of Customs
Port Area Manila

THRU: THE HUMAN RESOURCE MANAGEMENT DIVISION

Sir/Madam:

I wish to signify my intention to be promoted for the following position:

POSITION	GROUP/ OFFICE /PORT	ITEM NUMBER
_____	_____	_____

Attached are <u>four (4) sets</u> of the following documents: (Please tick)

- ☐ Updated Personal Data Sheet (can be downloaded from the CSC website)
- ☐ Certificate of Eligibility or License issued by the Civil Service Commission, Professional Regulations Commission, or the Supreme Court, as appropriate
- ☐ Transcript of Records
- ☐ Diploma
- ☐ Certificate of trainings and seminars attended, if any
- ☐ Individual Performance Commitment Review and/or PES forms for the last 2 periods

Very truly yours,

_____
(Signature above printed name)
*Cellphone number:_____
*Email address:_____

Republic of the Philippines)
) SS.

SUBSCRIBED and SWORN to before me this ___ day of _____, 2015. Affiant exhibiting to me his\her Valid Identification no._____ issued at_____ on _____.

NOTARY PUBLIC

Doc No._____
Page No._____
Book No._____
Series of 2015.

**Important for notices.*