

2017-10-026



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
MANILA 1099

*File*  
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**MEMORANDUM**

**FOR :** ALL DEPUTY COMMISSIONERS,  
SERVICE DIRECTORS, DISTRICT COLLECTORS  
DIVISION CHIEFS, OTHER CONCERNED OFFICIALS

ATTENTION : Deputy Collector for Administration/  
Chief, Administrative Division/Unit

**FROM :** THE OIC-DEPUTY COMMISSIONER  
Internal Administration Group

**SUBJECT :** SUBMISSION OF PERSONNEL COMPLEMENT REPORT

**DATE :** 10 October 2017

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- 1.0 You are hereby reminded of the submission of your Personnel Complement Report in compliance with Rule II (Submission of Personnel Complement Report) of Customs Memorandum Order No. 27-2002.
- 2.0 All personnel complement report must be updated as of October 10, 2017 using the attached format (Annex A).
- 3.0 These reports shall be used as references in updating the database of personnel information of the Human Resource Management Division.
- 4.0 Please coordinate with your respective administrative divisions/units for data validation and consolidation.
- 5.0 Submission of the hard copy to the Human Resource Management Division and the electronic copy to [hcmd@customs.gov.ph](mailto:hcmd@customs.gov.ph) is on 13 October 2017.

  
GLADYS F. ROSALES, CESE

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ANNEX A

**REPORT ON PERSONNEL COMPLEMENT**  
As of October 10, 2017

GROUP/DISTRICT \_\_\_\_\_

	NO. OF PERSONNEL
PERMANENT	_____
DETAILED/ SECONDED	_____
CASUAL	_____
CONTRACTS OF SERVICE	_____
<b>GRAND TOTAL</b>	0

**A. DIVISION/ SUBPORT**

NO.	NAME OF EMPLOYEE <i>(Surname, Given Name M.I.)</i>	PLANTILLA POSITION TITLE	MOTHER UNIT <i>(PORT-SUBPORT/GROUP-DIVISION)</i>	ACTUAL DESIGNATION/S & CPO NO.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

SUB-TOTAL \_\_\_\_\_

**B. DIVISION/ SUBPORT**

NO.	NAME OF EMPLOYEE <i>(Surname, Given Name M.I.)</i>	PLANTILLA POSITION TITLE	MOTHER UNIT <i>(PORT-SUBPORT/GROUP-DIVISION)</i>	ACTUAL DESIGNATION/S & CPO NO.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

SUB-TOTAL \_\_\_\_\_

**INTELLIGENCE GROUP**

NO.	NAME OF EMPLOYEE <i>(Surname, Given Name M.I.)</i>	PLANTILLA POSITION TITLE	MOTHER UNIT <i>(PORT-SUBPORT/GROUP-DIVISION)</i>	ACTUAL DESIGNATION/S & CPO NO.
1				
2				
3				

SUB-TOTAL \_\_\_\_\_

**ENFORCEMENT GROUP**

NO.	NAME OF EMPLOYEE <i>(Surname, Given Name M.I.)</i>	PLANTILLA POSITION TITLE	MOTHER UNIT <i>(PORT-SUBPORT/GROUP-DIVISION)</i>	ACTUAL DESIGNATION/S & CPO NO.
1				
2				
3				

SUB-TOTAL \_\_\_\_\_

**MANAGEMENT INFORMATION SYSTEM AND TECHNOLOGY GROUP**

NO.	NAME OF EMPLOYEE <i>(Surname, Given Name M.I.)</i>	PLANTILLA POSITION TITLE	MOTHER UNIT <i>(PORT-SUBPORT/GROUP-DIVISION)</i>	ACTUAL DESIGNATION/S & CPO NO.
1				
2				
3				

SUB-TOTAL \_\_\_\_\_

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**CASUAL EMPLOYEES**

NO.	NAME OF EMPLOYEE	POSITION	MOTHER UNIT <i>(PORT-SUPPORT/GROUP-DIVISION)</i>	ACTUAL DESIGNATION/S & CPO NO.
1				
2				
3				

SUB-TOTAL

**DETAILED / SECONDED FROM OTHER GOVERNMENT AGENCY (i.e., ORAM)**

NO.	NAME OF EMPLOYEE	PLANTILLA POSITION TITLE	MOTHER AGENCY	ACTUAL DESIGNATION/S & CPO NO.
1				
2				
3				

SUB-TOTAL

**CONTRACTS OF SERVICE**

NO.	NAME OF EMPLOYEE	POSITION	PLACE OF ASSIGNMENT <i>(PORT-SUBPORT/GROUP-DIVISION)</i>	CONTRACT DURATION
1				
2				
3				

**LIST OF SEPARATED EMPLOYEES ( e.g. Retired, Resigned, AWOL, Deceased from August to October 10, 2017)**

NO.	NAME OF EMPLOYEE	POSITION	MODE OF SEPARATION	DATE
1				
2				
3				

Prepared By:

\_\_\_\_\_  
(Name/Position/Signature)