

**MEMORANDUM**

FOR : ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS



BOC-03-10266

FROM : *Kr* *JV* *5/21/21*
KHRISTINE JANE V. MELENCIO
Acting Chief, Human Resource Management Division

SUBJECT : SUBMISSION OF PERSONNEL COMPLEMENT REPORT
IN LINE WITH THE PHILIPPINE COVID-19 VACCINE
DEPLOYMENT AND VACCINATION CAMPAIGN

DATE : 21 May 2021

- 1.0 In line with the guidance provided to the Government Agencies regarding the preparation of Masterlist of Employees covered by the National COVID-19 Vaccine Deployment Program and Prioritization Framework, all Groups/Collection Districts are directed to submit their respective offices' Personnel Complements as of **15 May 2021**.
- 2.0 Attached to this memorandum is the prescribed format of the Personnel Complement with additional fields related to the COVID-19 Prioritization categories.
- 3.0 The said document shall be submitted to this Office through electronic mail: hcmd@customs.gov.ph on or before **26 May 2021 (Wednesday)**, with the subject line: **(PORT/GROUP) COVID-19 COMPLEMENT AS OF 15 MAY 2021**.
- 4.0 For inquiries, you may contact **MS. DIANNE S. VALENZUELA**, Chief, Records Section, HRMD through mobile number: 09755523421.
- 5.0 For **strict and immediate compliance**.

