

BUREAU OF CUSTOMS MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

MASTER COPY

ESSIONALISM INTEGRITY

MEMORANDUM

FOR

ALL DEPUTY COMMISSIONERS

ALL DISTRICT COLLECTORS

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FROM

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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: hrmd@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.

ANNEX "A"

PERSONNEL COMPLEMENT ——(PORT/GROUP) as of JANUARY 2021

PERMANENT
DETAILED BECONDED
CASUAL
PERSONNEL UNDER CONTRACT OF BERVICE
GRAND TOTAL

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