



IA G Memo No. 36-2022

MEMORANDUM

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TO : ALL DISTRICT/PORT COLLECTORS;
ALL DEPUTY COLLECTORS FOR
ADMINISTRATION/EQUIVALENT OFFICE;
ALL CHIEFS, ADMINISTRATIVE
DIVISION/EQUIVALENT OFFICE; AND
OTHERS CONCERNED

FROM : 
DONATO B. SAN JUAN
Deputy Commissioner
Internal Administration Group 

SUBJECT : MONTHLY SUBMISSION OF PERSONNEL
COMPLEMENT REPORT TO IIQMSO

DATE : September 01, 2022

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1. Reference: AO25-IATF MC No. 1-2022; ISO 9001:2015, Quality Management System (QMS) and Memorandum No. 2019_10-009/Personnel Complement Report Submission
 2. As part of monitoring of the ports/subports' QMS, you are hereby required to furnish the IIQMSO with a copy of the Personnel Complement Report using the format attached to Memorandum No. 2019_10-009.
 3. To facilitate compliance, kindly submit this report to iiqmso@customs.gov.ph on or before the 5th of the month.
 4. Thank you.