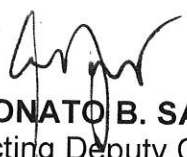




Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
1099 Manila

**MEMORANDUM**

**FOR :** ALL DEPUTY COMMISSIONERS  
ALL DISTRICT COLLECTORS  
ALL ADMINISTRATIVE OFFICERS  
ALL PERSONS UNDER CONTRACT OF SERVICE

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

**SUBJECT :** MONTHLY SUBMISSION OF ACTUAL PERSONNEL  
COMPLEMENT REPORT AND STATUS OF PAYMENT  
OF SALARY OF PERSONS UNDER CONTRACT OF SERVICE  
(COS) IN THE BOC

**DATE :** March 18, 2019

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- 1.0 In order to regularly monitor the actual persons under Contract of Service (COS) in all Groups/Offices/Ports of the Bureau and their respective assignments, the following documents are hereby required to be submitted every 15<sup>th</sup> day of the current month:
    - 1.1 Report of Actual Complement of Persons under COS in the Groups/Offices/Ports for the preceding month. (Annex "A"); and,
    - 1.2 Copy of payroll for the preceding month;
  - 2.0 Only soft copies of the above-mentioned documents must be submitted to the following email-address:

[hcmd@customs.gov.ph](mailto:hcmd@customs.gov.ph)  
The Human Resource Management Division  
Attention: Daren F. Gobrin/ Khristine Jane V. Melencio
  - 3.0 For strict and immediate compliance.



Republic of the Philippines  
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1099 Manila

GROUP/OFFICE/PORT  
REPORT OF ACTUAL CONTRACT OF SERVICE PERSONNEL  
AS OF \_\_\_\_\_

NO.	FULL NAME	POSITION TITLE	STATUS OF COS (ACTIVE/RESIGNED)	PLACE OF ASSIGNMENT PER CONTRACT	ACTUAL/LATEST PLACE OF ASSIGNMENT (IF APPLICABLE)	STATUS OF PAYMENT OF SALARY