

**BUREAU OF CUSTOMS**

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA




PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

MEMORANDUM

FOR : DEPUTY COMMISSIONERS
DISTRICT COLLECTORS

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

SUBJECT : DAILY COVID-19 CASE MONITORING REPORT

DATE : April 29, 2021

1. Reference is made to the Memorandum dated March 29, 2021 with the subject "Amendment to the Guidelines on Work Arrangement in Offices during the Period of State of Public Health Emergency" which provides for the amended guidelines to observe in the implementation of Alternative Work Arrangement, due to the observed increase in number of COVID-19 Positive Cases in the Bureau.
2. In order to monitor the number of COVID-19 Cases in the Bureau, all Groups/Ports are hereby directed to accomplish the **BOC Skeleton Workforce (Daily Report)** and **Daily COVID-19 Case Monitoring Report** to be certified by their respective designated Administrative Officer. (Annex "A")
3. The matrices/forms shall be submitted to the Medical and Dental Division (MDD), copy furnished the Human Resource Management Division (HRMD), through the following e-mail addresses **not later than 3:00 p.m.** of the same working day:
 - MDD: mdd@customs.gov.ph
 - HRMD: hrmd@customs.gov.ph
4. For guidance and compliance.

BOC SKELETON WORKFORCE (DAILY REPORT)

Port: _____

Date: _____

Office	On Duty	Work From Home
Office of the District Collector	3	2
Office of the Deputy Collector for Administration		
<i>Division 1</i>		
<i>Division 2</i>		
<i>Division 3</i>		
Subport		

TOTAL:

Certified True and Correct

Head, Administrative Division/Unit

PORT OF _____ COVID-19 MONITORING
AS OF _____

A. Monitoring of COVID-19 Cases

OFFICE	NAME OF CONFIRMED CASES	CONTACT NUMBER	TYPE OF TEST		DATE TESTED	CLASSIFICATION			SEVERITY			ISOLATION		REMARKS	
			RT-PCR	ANTIGEN		SUSPECT	PROBABLE	CONFIRMED	MILD	MODERATE	SEVERE	HOME	FACILITY		HOSPITAL

Nothing Follows

TOTAL NO. OF ACTIVE CASES (RT-PCR CONFIRMED):

B. Monitoring of COVID-19 Vaccination

NAME OF EMPLOYEE	OFFICE	VACCINE NAME	DATE OF FIRST VACCINATION	DATE OF SECOND VACCINATION	ADMINISTERING ENTITY

TOTAL NO. OF VACCINATED EMPLOYEES:

- Note: 1. All Suspect and Confirmed COVID-19 Cases should be in home quarantine or confined in a medical facility.
2. Daily report must be submitted not later than 1:00 PM to hrmd@customs.gov.ph & Mdd@customs.gov.ph
3. Monitoring is based on DCH Department Memorandum No. 2020-0639 with subject: Omnibus, Interim Guidelines on prevention, Detection, Isolation, Treatment and Reintegration Strategies for COVID-19