



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



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OCOM Memo No. 99-2021

MEMORANDUM

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FOR : ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS

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

SUBJECT : MONITORING OF COVID-19 VACCINATION STATUS
OF BOC PERSONNEL

DATE : June 29, 2021

1. In order to monitor the COVID-19 vaccination status of all BOC officials and employees, all Groups and Collection Districts are hereby directed to monitor and report the vaccination status of all BOC officials, employees, and Contract of Service personnel in their respective offices.
2. In relation to this, all Administrative Divisions/Units are required to submit the following reports to the HRMD **starting June 30, 2021 onwards:**

Report to be submitted	Format	Mode and Schedule of Submission
1. Daily COVID-19 Vaccination Status Report	<p><i>Daily COVID-19 Vaccination Status Report</i></p> <p><i>Name of Group/Port: Port of Manila</i></p> <p><i>Date: June 09, 2021</i></p> <p><i>No. of Vaccinated Personnel: 00</i></p> <p><i>No. of Unvaccinated Personnel: 00</i></p>	<p>Send Viber message to: "Admin Group" Viber Group</p> <p>Daily at 5:00 PM</p>
2. Matrix on the COVID-19 Vaccination Status of BOC Personnel	<p>Refer to <i>Annex "A"</i> for the template (Excel File template to be sent via e-mail)</p>	<p>Upload file to: https://forms.office.com/r/uuBWHirYja</p> <p>Every Friday at 5:00 PM</p>

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3. Please note that the reports to be submitted by the Collection Districts shall already include the data from all their respective Sub-Ports.
4. For strict compliance.



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Matrix on the COVID-19 Vaccination Status of BOC Personnel

NAME OF GROUP/PORT:

DATE (mm/dd/yyyy):

Note: This matrix shall be uploaded to the link below every Friday at 05:00 PM.

Link: <https://forms.office.com/r/uuBWHirYja>

NO.	NAME OF EMPLOYEE	OFFICE	PERSONNEL RECEIVED VACCINATION? (Y/N)?	VACCINE NAME	DATE OF FIRST VACCINATION (mm/dd/yyyy)	DATE OF SECOND VACCINATION (mm/dd/yyyy)	ADMINISTERING ENTITY
1							
2							
3							
4							
5							

TOTAL NO. OF VACCINATED PERSONNEL:	
TOTAL NO. OF UNVACCINATED PERSONNEL:	