



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

15 JUL 2011

CUSTOMS ADMINISTRATIVE ORDER

NO. 7-2011

TO: The District Collector
Deputy Collectors of Customs
Concerned Officials and Personnel at NAIA
And other International Airports of Entry

SUBJECT: **Prescribing the Official Work Hours for Certain Divisions at the Ninoy Aquino International Airport and other International Airports of Entry**

I. Objectives

1. To ensure that adequate personnel are assigned to render 24x7 services at the Export Division, Aircraft Operations Division, Arrival Operations Division, Departure Operations Division and Baggage Assistance Division, NAIA and equivalent units/sections at other international airports of entry under the jurisdiction of other ports of entry.
2. To provide authority for the payment of Night-Shift Differential to qualified personnel.

II. Rationale

1. Section 1101-1112, Tariff and Customs Code of the Philippines, as amended, provide the rules, regulations and procedures for the entrance and clearance of aircraft engage in foreign trade in international airports of entry.
2. Section 7, Rule XVII, of the Omnibus Rules Implementing Book V of EO 292 and other Pertinent Civil Service Laws provide that in the exigency of the service, or when necessary by the nature of the work of a particular agency and upon representations with the Commission by the department heads concerned, requests for the rescheduling or shifting of work schedule of particular agency for a number of working days less

than the required five (5) days may be allowed provided that government officials and employees render a total of forty (40) hours a week and provided further that the public is assured of core working hours of eight in the morning to five in the afternoon continuously for the duration of the entire work week.

3. At the Ninoy Aquino International Airports and other international airports of the country, aircrafts engaged in foreign commerce enter and clear continuously 24 hours in a day and seven days in a week.
4. Budget Circular No. 8 series of 1995 provides for guidelines in the payment of night-shift differential pay to government personnel whose regular work hours fall wholly or partly within 6:00 PM to 6:00 AM of the following day which may be authorized by the Head of the Agency without need of prior approval from the Department of Budget and Management (DBM).

III. Prescribed Regular Hours

In order that clearance of aircrafts, passengers and their baggage and cargoes can be effected for the purpose of performing the mandates and functions of the Bureau of Customs, the following shall be official work hours at the Arrival Operations Division, Departure Operations Division, Baggage Assistance Division, Aircraft Operations Division and Export Division, NAIA and equivalent section in other international airports of entry:

First Shift – 8:00 AM to 5:00 PM with one hour break

Second Shift – 3:00 PM to 12:00 MN with one hour break

Third Shift – 11:00 PM to 8:00 AM with one hour break

It shall be the responsibility of the concerned District Collector/Deputy Collector/Chief to ensure that adequate number of personnel is assigned for each shift to afford full service to their respective clients.

IV. Payment of Night-Shift Differential Pay

1. All personnel whose regular work hours fall wholly or partly within 6:00 PM to 6:00 AM of the following day shall be entitled to night-shift differential pay.
2. The night-shift differential pay shall not exceed 20% of the actual rate of the employee divided as follows:



CAO-7-2011

Actual Hourly Rate (HR) = $\frac{\text{Actual Salary/Month}}{(22 \text{ Days/Month})(8 \text{ Hours/Day})}$

Night-shift differential pay = $1.20 \times \text{HR} \times \text{No of Hours Rendered}$

3. When the schedule of work hours fall partly within 6:00 PM to 6:00 AM, the night-shift differential pay shall be paid only for the hours within the 6:00 PM to 6:00 AM of the following day.
4. When an employee working in a regular night-shift falling within the 6:00 PM to 6:00 AM period renders services in excess of the regular 8-hour night-shift, the excess hours shall be compensated through overtime pay, subject to existing DBM regulations.
5. To qualify for the night-shift differential pay, the official work hours shall be as prescribed above, provided that such official work hours are observed for a period of at least 10 work days.
6. Payment of night-shift differential pay shall be charged against the Bureau appropriations for the purpose and/or its savings. The same shall be officially disbursed subject to existing accounting and auditing rules and regulations.

V. Effectivity

This shifting schedule so provided shall take effect on January 1, 2011 for the Ninoy Aquino International Airport and at a later schedule or until such time that all other international airports of entry are fully complemented to allow for shifting schedules.


ANGELITO A. ALVAREZ 7/15/11
Commissioner



APPROVED:


CESAR V. PURISIMA 7/27/11
Secretary of Finance
002738