



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

12 August 2021

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**CUSTOMS MEMORANDUM CIRCULAR**  
**NO. 169-2021**

To: The Assistant Commissioner  
All Deputy Commissioners  
All Directors and Division Chiefs  
All District/Port Collectors  
And Others Concerned

**SUBJECT: Memorandum Circular No. 87**

Attached is the letter dated 03 August 2021 from Atty. Concepcion Zeny E. Ferrolino-Enad, Director IV, Malacañang Records Office, Office of the President, endorsing a copy of Memorandum Circular No. 87 dated 03 August 2021 entitled:

***"ESTABLISHING THE ON-SITE CAPACITY TO BE OBSERVED BY GOVERNMENT AGENCIES AND INSTRUMENTALITIES IN THE NATIONAL CAPITAL REGION FOR THE PERIOD OF 06-20 AUGUST 2021".***

For your information and guidance.

For record purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

  
**REY LEONARDO B. GUERRERO**

Commissioner

**AUG 16 2021**



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DEPARTMENT OF FINANCE  
Republic of the Philippines

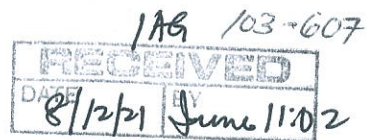
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Office of the President

To ALL USER/ASFC/ of the Philippines  
COS/HAAA Malacañang



MALACAÑANG RECORDS OFFICE

Manila, August 3, 2021

SECRETARY CARLOS G. DOMINGUEZ III  
Department of Finance  
Manila



BOC-09-23770



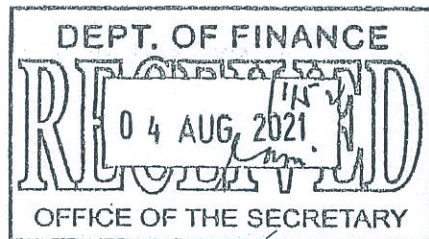
Sir:

I have the honor to transmit for your information and guidance, a certified copy of Memorandum Circular No. 87 dated August 3, 2021 entitled "ESTABLISHING THE ON-SITE CAPACITY TO BE OBSERVED BY GOVERNMENT AGENCIES AND INSTRUMENTALITIES IN THE NATIONAL CAPITAL REGION FOR THE PERIOD OF 06 TO 20 AUGUST 2021".

Thank you.

Very truly yours,

ATTY. CONCEPCION ZEN E. FERROLINO-ENAD  
Director IV



MGA 2-06

Office of the President  
of the Philippines  
Malacañang

MEMORANDUM CIRCULAR NO. 87

**ESTABLISHING THE ON-SITE CAPACITY TO BE OBSERVED BY  
GOVERNMENT AGENCIES AND INSTRUMENTALITIES IN THE  
NATIONAL CAPITAL REGION FOR THE PERIOD OF 06 TO 20  
AUGUST 2021**

**WHEREAS**, there has been a noticeable increase in COVID-19 cases and an alarming increase in the daily number of COVID-19 B.1.617 (Delta) variant cases in the country for the past few days;

**WHEREAS**, as of 01 August 2021, there are a total of Sixty-Three Thousand Six Hundred Forty Six (63, 646) active COVID-19 cases in the Philippines;

**WHEREAS**, as of 28 July 2021, the Philippines has detected a total of 216 Delta variant cases in the country, forty seven (47) of which are from the National Capital Region (NCR);

**WHEREAS**, in order to address the current upward trend in COVID-19 cases, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases, with the approval of the President, placed NCR under Enhanced Community Quarantine (ECQ) from 06 to 20 August 2021;

**WHEREAS**, the Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines, as amended (Omnibus Guidelines), provides for the on-site capacities of establishments, industries, and sectors, including government agencies and instrumentalities in areas under the different quarantine classifications;

**WHEREAS**, the Omnibus Guidelines provides that instrumentalities and agencies of the government shall be fully operational under ECQ, with only a skeleton workforce permitted to report on-site and the remainder under alternative work arrangements, unless a higher on-site capacity is required in agencies providing health and emergency frontline services, laboratory and testing services, border control, or other critical services;

**WHEREAS**, there is a need to ensure the continuous delivery of public services during the ECQ period in NCR;

**NOW, THEREFORE**, the following are hereby ordered:

**Section 1. Government remains in full operation.** During the period of 06 to 20 August 2021, government agencies and instrumentalities in the NCR shall remain fully operational even as the region is placed under ECQ, subject to the on-site capacity and work-from-home arrangements authorized herein.

**Section 2. On-site capacity in NCR during ECQ.** Beginning 06 August 2021 until 20 August 2021, all government agencies and instrumentalities of the executive

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branch in the NCR, including government -owned or -controlled corporations (GOCCs), shall only have a skeleton workforce on-site, the size of which shall be determined by the head of agency, taking into consideration the services that must be continuously provided by the agency even during the ECQ.

To ensure continuity of government service, the skeleton workforce shall not be less than 20% on-site capacity at any given time, with the remainder being under work-from-home arrangements. Nonetheless, agencies providing health and emergency frontline services, laboratory and testing services, border control, and other critical services shall be allowed up to full on-site capacity.

On-site capacity, as used herein, refers to the number of employees or workers who should be physically present at their designated workplaces outside of their residences, expressed as a percentage of an agency's total workforce. Skeleton workforce refers to the on-site capacity which utilizes the smallest number of people needed for a business or organization to maintain its basic functions.

**Section 3. Duty of head of agency to the Department Secretary.** Before 06 August 2020, the head of each agency in NCR shall submit to the head of the department exercising control or supervision over it, or to which it is attached, the specific percentage of the agency's skeleton workforce, together with the arrangements to ensure continuing operation of the agency. The skeleton workforce as determined by the agency shall be immediately implemented upon the onset of ECQ, provided that the department head may, at any time, direct the modification of the submitted on-site capacity or related arrangements, as health considerations and the exigencies of the service may require.

**Section 4. Application to other agencies in NCR.** The offices of the legislative and judicial branches of government, independent constitutional commissions and bodies, and local government units in the NCR are strongly urged to adopt the provisions of this Circular.

**Section 5. Effectivity.** This Memorandum Circular shall take effect immediately.

DONE, in the City of Manila, this 3rd day of August, in the Year of our Lord Two Thousand and Twenty-one.

By Authority of the President:

  
SALVADOR C. MEDIALDEA  
Executive Secretary

