



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

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MEMORANDUM

**TO : ALL DISTRICT/SUBPORT COLLECTORS
ALL DEPUTY COLLECTORS
CHIEFS, FORMAL ENTRY DIVISION OR
EQUIVALENT UNIT
CHIEFS, INFORMAL ENTRY DIVISION OR
EQUIVALENT UNIT
CHIEF, ENTRY PROCESSING UNIT OR
EQUIVALENT
ALL OTHERS CONCERNED**

FROM : REY LEONARDO B. GUERRERO
Commissioner *RG*



BOC-01-03146

MAR 31 2020

**SUBJECT : Prioritizing the Cargo Clearance of Essential
Items and Making Mandatory the Work From
Home Arrangements for BOC Personnel, with
Certain Exceptions during Enhanced Community
Quarantine (ECQ)**

DATE : 24 March 2020

With the increasing number of COVID-19 positive cases and the reported case of COVID-19 positive BOC employees, the Bureau shall give priority to the "Work from Home" (WFH) arrangement for all its personnel, including those under existing Contracts of Service and Job Orders.

To ensure the expeditious release of goods or commodities classified as essential items and despite the WFH arrangement to be implemented, the District Collectors of the Port of Manila (POM) and the Manila International Container Port (MICP) are directed to assign a skeletal workforce in all sections where the following identified essential goods are being processed:

- a. Food stuff (Section 1A and 1B)
- b. PPEs, masks, gloves, etc (Section 2);
- c. Medicines and Vitamins (Section 11);

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- d. Hygiene Products, eg. Soap, detergents, diapers, tissue paper/wipes, disinfectant (Sections 12, 13 and 14);
- e. Packaging products for finished food products (Section 14)
- f. Diagnostic Test instruments and COVID Test Kits (Section 12 and 13, and 14; and

The District Collectors are hereby directed to strictly implement the Work from Home arrangements as prescribed under guidelines already existing or to be issued.

Offices involved in airport and seaport operations, the Enforcement and Security Services, the Customs Intelligence and Investigations Service are exempted from the coverage of this Memorandum.

For strict compliance.