

2018-12-034




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

MASTER COPY
[Signature]

MEMORANDUM

FOR : ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS
ALL ADMINISTRATIVE OFFICERS

FROM : 
DONATO B. SAN JUAN
ACTING DEPUTY COMMISSIONER
INTERNAL ADMINISTRATION GROUP

SUBJECT : **EFFECTIVE PRESENCE OF WORKFORCE**

DATE : 21 December 2018

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1. Relevant to the observance of the Yuletide Season all Collection Districts, Sub-Ports and all other offices rendering frontline services are directed to maintain **Effective Presence of Workforce** on the following dates:
 - 1.1 December 24, 2018, Monday
 - 1.2 December 25, 2018, Tuesday
 - 1.3 December 31, 2018, Monday
 - 1.4 January 02, 2019, Wednesday
 2. Further, the offices mentioned above shall forward to the Internal Administration Group (IAG), through the Human Resource Management Division (HRMD), the list of personnel assigned to report on the above – mentioned date.
 3. For strict compliance.