



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

OCOM Memo No. 03-2022

## MEMORANDUM

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TO : DEPUTY COMMISSIONERS  
DISTRICT COLLECTORS  
SERVICE DIRECTORS  
HEADS OF OFFICES



BOC-03-13567

FROM : REY LEONARDO B. GUERRERO  
Commissioner

SUBJECT : UPDATED GUIDELINES ON WORK ARRANGEMENT  
IN OFFICES DURING THE PERIOD OF STATE OF  
PUBLIC HEALTH EMERGENCY

DATE : January 18, 2022

- 1.0 In line with the Memorandum Circular No. 93 issued by the Office of the President on December 17, 2021 re: Required On-Site Workforce in Government Agencies and Instrumentalities Under the Alert Level System, all government agencies and instrumentalities shall remain fully operational regardless of alert level of the area where they are located, but subject to the required on-site workforce prescribed in the Alert level System Guidelines.
- 2.0 Relative thereto, all Heads of Offices are directed to arrange a Skeleton Workforce schedule which will ensure the delivery of Bureau services with due observance of minimum standard health protocols for COVID-19, following the prescribed composition of skeleton workforce:

Alert Level of BOC Office Locations	Composition of Skeleton Workforce
Alert Level 5	At least 20% of total personnel complement of Office
Alert Level 4	At least 40% of total personnel complement of Office
Alert Level 3	At least 60% of total personnel complement of Office
Alert Level 2	At least 80% of total personnel complement of Office

- 3.0 Further, all Heads of Office, under Central Office, concerned shall prepare and submit their offices' monthly schedule of alternative work arrangements to HRMD and a soft copy through email: [hrmd@customs.gov.ph](mailto:hrmd@customs.gov.ph) every first Monday of the month.



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- 4.0 This guideline shall take effect immediately and shall remain in force until the State of Public Health Emergency has been lifted or withdrawn by the President.

For strict compliance.