



BUREAU OF CUSTOMS

Professionalism Integrity Accountability

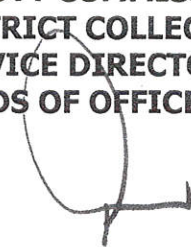


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BOC-03-06496

MEMORANDUM

TO : **DEPUTY COMMISSIONERS
DISTRICT COLLECTORS
SERVICE DIRECTORS
HEADS OF OFFICES**

FROM : **REY LEONARDO B. GUERRERO**
Commissioner  AUG 03 2020

SUBJECT : **AN UPDATE TO THE AMENDMENT TO THE
MEMORANDUM DATED MAY 29, 2020:
GUIDELINES IN THE CONTINUOUS
ADOPTION OF ALTERNATIVE WORK
ARRANGEMENTS IN BOC
RE: STATE OF PUBLIC HEALTH EMERGENCY**

DATE : August 03, 2020

Reference is made to the Memorandum dated May 29, 2020 on Guidelines in the Continuous Adoption of Alternative Work Arrangements in BOC Re: State of Public Health Emergency which provides the guidelines to observe on the implementation of CSC-prescribed Alternative Work Arrangements.

In order to ensure that the public service is not prejudiced and to update certain provision of the above-cited Memorandum, specifically Items 1.0 and 10.0 thereof on the adoption of Skeleton (Skeletal) Workforce, respectively. The said Memorandum is hereby updated to read as follows:

"1.0 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 skeletal workforce:

<i>Quarantine Classification of BOC Office Locations</i>	<i>Composition of Skeleton Workforce</i>
<i>For offices located in areas placed under Modified General Community Quarantine (MGCQ)</i>	<i>at least 50% of total personnel complement of Office</i>

<p><i>For Offices located in areas placed under General Community Quarantine (GCQ)</i></p>	<p><i>50% of total personnel complement of Office</i></p>
<p><i>For offices located in areas placed under Modified Enhanced Community Quarantine (MECQ)</i></p>	<ul style="list-style-type: none"> • <i>For Groups under OCOM</i> <i>Personnel will physically report for three (3) days and will be under Work-From-Home arrangement for two (2) days per week.</i> • <i>For Collection Districts</i> <i>Work arrangement shall be determined by the District Collectors.</i>

"10. Offices under community quarantine are no longer required to submit their Skeleton workforce duty schedule to the Internal Administration Group."

For strict compliance.