



BUREAU OF CUSTOMS

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OCOM Memo No. 19-2022

MEMORANDUM

FOR : DEPUTY COMMISSIONERS
DISTRICT COLLECTORS
SERVICE DIRECTORS
HEADS OF OFFICES

FROM : REY LEONARDO B. GUERRERO
Commissioner

SUBJECT : AMENDMENT TO OCOM MEMORANDUM NO. 03-2022 RE:
UPDATED GUIDELINES ON WORK ARRANGEMENT IN
OFFICES DURING THE PERIOD OF STATE OF PUBLIC
HEALTH EMERGENCY

DATE : March 01, 2022

In compliance with relevant Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) Resolutions and issuances from the Office of the President, Item 2.0 of OCOM Memorandum No. 03-2022 re: Updated Guidelines on Work Arrangement in Offices During the Period of State of Public Health Emergency is hereby amended as follows:

"2.0 Relative thereto, all Heads of Offices are directed to arrange a 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:

<i>Alert Level of BOC Office Locations</i>	<i>Composition of Skeleton Workforce</i>
<i>Alert Level 5</i>	<i>At least 20% of total personnel complement of Office</i>
<i>Alert Level 4</i>	<i>At least 40% of total personnel complement of Office</i>
<i>Alert Level 3</i>	<i>At least 60% of total personnel complement of Office</i>
<i>Alert Level 2</i>	<i>At least 80% of total personnel complement of Office</i>
<i>Alert Level 1</i>	<i>100% of total personnel complement of Office</i>

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shall take effect immediately and shall remain in force until the State of Public Health Emergency has been lifted or withdrawn by the President.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