



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

MASTER COPY  
mm



PROFESSIONALISM INTEGRITY ACCOUNTABILITY

OCOM Memo No. 36-2022

## MEMORANDUM

**TO :** ALL OFFICIALS AND EMPLOYEES

**SUBJECT :** MODIFIED WORK HOURS FOR MUSLIM OFFICIALS AND EMPLOYEES DURING THE HOLY MONTH OF RAMADAN

**DATE :** 21 MARCH 2022

- 1.0 Pursuant to Presidential Decree No. 291 as amended by P.D. No. 322 and Civil Service Commission Resolution No. 81-1277 which was further clarified by CSC Resolution No. 02072 dated 20 May 2002, all Muslim officials and employees of the Bureau who will observe fasting during the Holy Month of Ramadan shall adopt the modified work hours in accordance with the following guidelines:
  - 1.1 The modified work hours from 7:30 AM to 3:30 PM without noon break shall only be allowed from April 02, 2022 to May 01, 2022;
  - 1.2 Only Muslim officials and employees who will observe fasting during the said period shall be allowed to avail of the modified work hours;
  - 1.3 There shall be no diminution in the 40-hour week required in compliance with the Civil Service laws, rules and regulations under this modified work hours.
  - 1.4 After the period of Ramadan, the concerned officials and employees shall automatically revert to the regular work hours.
- 2.0 For information and guidance.

  
**REY LEONARDO B. GUERRERO**  
Commissioner



BOC-03-14465