



BUREAU OF CUSTOMS

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MEMORANDUM



TO : ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS
ALL ADMINISTRATIVE OFFICERS

FROM : REY LEONARDO B. GUERRERO
Commissioner *LR*
APR 08 2020

SUBJECT : EXTENSION OF THE IMPLEMENTATION OF ALTERNATIVE
WORK ARRANGEMENTS
RE: STATE OF PUBLIC HEALTH EMERGENCY AND
ENHANCED COMMUNITY QUARANTINE

DATE : April 8, 2020

1. This refers to the announcement of the President on the extension of the Luzon-wide Enhanced Community Quarantine (ECQ) until April 30, 2020, as reiterated by the Cabinet Secretary on April 7, 2020.
2. In this regard, all Deputy Commissioners and District Collectors are directed to prepare the Skeletal Workforce in their respective Offices for the period April 15 to 30, 2020, taking into consideration the instructions specified in the Memorandums on alternative work arrangements in BOC issued by the abovesigned on March 17, 2020.
3. Using the prescribed format, Skeletal Workforce schedules of all Offices for the said period shall be submitted to the Office Deputy Commissioner, Internal Administration Group, copy furnished the Human Resource Management Division (hrmd@customs.gov.ph) not later than **April 13, 2020**.
4. Supplemental guidelines on the above matter shall be issued if deemed necessary.
5. For guidance and compliance.

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