



Republic of the Philippines  
 Department of Finance  
**BUREAU OF CUSTOMS**  
 1099

**MEMORANDUM**

**TO :** All Deputy Commissioners  
 All Service Directors  
 All District and Sub – Port Collectors  
 All Division Chiefs  
 Others Concerned

**SUBJECT :** AMENDMENT TO THE MEMORANDUM RE: RENDERING OF  
 “MAKE – UP” SHIFTS TO COMPENSATE WORK CANCELLATIONS  
 DUE TO ASEAN SUMMIT.

**DATE :** 4 MAY 2017

This is to amend the memorandum released on May 03, 2017 Re: Rendering of “Make – Up” Shifts to compensate work cancellations due to ASEAN Summit.

As dry – run for the proposed Mondays thru Saturdays work schedule, employees of the Bureau of Customs, following the guidance below, are directed to report to work on the following days:

1. **May 13, 2017** (Saturday) – 8:00 A.M. to 5:00 P.M.
2. **May 20, 2017** (Saturday) – 8:00 A.M. to 5:00 P.M.
3. **May 27, 2017** (Saturday) – 8:00 A.M. to 5:00 P.M.

The following ports are expected to report in full operational work force; thus, all employees whose line of function is primarily on operations and assessment and those whose function directly affects the clearing and processing of shipments are directed to report.

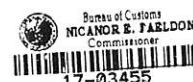
1. Port of Manila
2. Manila International Container Port
3. Ninoy Aquino International Airport
4. Port of Cebu
5. Port of Batangas
6. Port of Subic
7. Port of Davao
8. Port of Cagayan de Oro
9. Port of Clark

All other ports, sub – ports, groups and other offices rendering frontline services are directed to submit a skeletal work force schedule to the Human Resource Management Division.

Employees reporting to work on the said dates shall be entitled to overtime pay subject to accounting, budget and audit rules and regulations.

This amendment is issued for better guidance, and for compliance.

  
**NICANOR E. FAELDON**  
 Commissioner



MAY 08 2017