



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

[Handwritten initials]

MEMORANDUM

FOR : ALL DISTRICT COLLECTORS
ALL DEPUTY COMMISSIONERS
ALL ADMINISTRATIVE OFFICERS

FROM : *[Signature]*
GLADYS F. ROSALES, MPA, CESE
Chief Of Staff, Office of the Commissioner
Deputy Commissioner, Internal Administration Group

SUBJECT : SKELETAL WORKFORCE

DATE : April 30, 2018

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1. **May 01, 2018, Tuesday** is declared as a Regular Holiday in celebration of "National Labor Day"
 2. All Collection Districts, Sub-Ports and all other offices rendering frontline services are directed to observe **Skeletal Workforce** on the above mentioned date.
 3. Further, concerned offices as stated above shall forward to the Internal Administration Group (IAG), through the Human Resource Management Division (HRMD), the list of personnel assigned to report on the above – mentioned date.
 4. For strict compliance.