



## BUREAU OF CUSTOMS

Professionalism Integrity Accountability

OCOM Memo No. 66-2020

## MEMORANDUM



BOC-03-05559

FOR : ALL BOC OFFICIALS AND EMPLOYEES

FROM : REY LEONARDO B. GUERRERO  
Commissioner *Y* APR 02 2023

SUBJECT : Guidelines on Accomplishment of Daily Time Record (DTR) For the Duration of Enhanced Community Quarantine for Employees Covered by Work From Home (WFH) Arrangement

DATE : March 31, 2020

1. Pursuant to Civil Service Commission (CSC) Announcement No. 13, s. 2020 (Alternative Work Arrangement in light of the Enhanced Community Quarantine over the entire Luzon) dated March 17, 2020 and the BOC Memorandum dated March 17, 2020 with the subject: Revised Guidelines in the Implementation of Alternative Work Arrangements Re: State of Public Health Emergency, all BOC officials and employees concerned shall observe the following guidelines in the accomplishment of their CS Form No. 48 or the Daily Time Record (DTR) for the duration of WFH arrangement:
  - 1.1. Based on the submitted schedule of Skeletal Workforce and Work-from-Home employees of each office, subject employees shall indicate "Work from Home" on their DTR for the days that they are authorized to work from home, as illustrated on the attached sample. (See Annex "A")
  - 1.2. Accomplishment Report of employees per day during WFH shall be attached to the DTR. However, if no task has been assigned to employees concerned on a given day, the phrase "On Call for Instructions/Assignments" shall be reflected on the said date. (See Annex "B")
  - 1.3. All Heads of Office shall be responsible for the monitoring of assigned tasks and outputs of employees concerned under their respective offices.
2. The Monthly Report on Absences and Undertimes (MRAU), DTRs and the Accomplishment Report shall be submitted to the Human Resource Management Division (HRMD) (for employees under the Office of the Commissioner and Groups) or Administrative Division/Unit (for employees under the Collection District) within five (5) working days after the Enhanced Community Quarantine has been lifted.

3. For records purposes, the Administrative Division/Unit of the Collection Districts shall send a scanned copy of the MRAU, DTR and Accomplishment Report of their office to the HRMD thru email at [hcmd@customs.gov.ph](mailto:hcmd@customs.gov.ph) within seven (7) days after the ECQ has been lifted.
4. For strict compliance.

*[Handwritten signature]*

Civil Service Form No. 48

**DAILY TIME RECORD**

**JUAN Q. DELA CRUZ**

For the month of 3/1-31/2020  
 Official hours for Regular days  
 arrival \_\_\_\_\_  
 Saturday \_\_\_\_\_

D A Y	A.M		P.M		OVERTIME	
	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE	HOURS	MINUTES
1	SUNDAY					
2	7:12	12:00	1:00	5:00		
3	7:38	12:00	1:00	5:21		
4	8:00	12:00	1:00	5:10		
5	7:48	12:00	1:00	5:15		
6	6:54	12:00	1:00	5:21		
7	SATURDAY					
8	SUNDAY					
9	7:29	12:00	1:00	5:09		
10	7:31	12:00	1:00	5:20		
11	7:32	12:00	1:00	5:10		
12	8:22	12:00	1:00	5:21		
13	7:25	12:00	1:00	5:45		
14	SATURDAY					
15	SUNDAY					
16	7:25	12:00	1:00	5:45		
17	WORK FROM HOME					
18	7:05	12:00	1:00	5:48		
19	WORK FROM HOME					
20	7:56	12:00	1:00	5:18		
21	SATURDAY					
22	SUNDAY					
23	WORK FROM HOME					
24	7:06	12:00	1:00	5:08		
25	WORK FROM HOME					
26	7:40	12:00	1:00	5:21		
27	WORK FROM HOME					
28	SATURDAY					
29	SUNDAY					
30	WORK FROM HOME					
31	7:15	12:00	1:00	5:29		

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

**JUAN Q. DELA CRUZ**

VERIFIED as to the prescribed office hours

**ATTY. KRIDEN F. BALGOMERA**  
 Chief, HRMD

**ANNEX B – ACCOMPLISHMENT REPORT**

**ACCOMPLISHMENT REPORT DURING WORK FROM HOME  
(WFH) ARRANGEMENT**

Instruction: Input your assigned tasks and/or output on the days that you are on WFH. If no task has been assigned, write "On Call for Instructions/Assignments".

DATE	ASSIGNED TASKS / OUTPUTS
March 17, 2020	- On Call for Instructions/Assignments
March 19, 2020	- Attended to queries of retirees regarding retirement benefits - Review computation of total leave benefits (TLB) of two (2) retirees in coordination with their respective ports

Prepared by:

**Juan Q. Dela Cruz**  
*Administrative Assistant I, HRMD*

Approved by:

**Atty. Kriden F. Balgomera**  
*Chief, HRMD*