

BUREAU OF CUSTOMS

Professionalism Integrity Accountability



MEMORANDUM

TO

DEPUTY COMMISSIONERS

DISTRICT COLLECTORS SERVICE DIRECTORS HEADS OF OFFICES

FROM

REY LEONARDO B. GUERRERO

Commissioner N JUL 03 2023

BOC-03-06045

SUBJECT

AMENDMENT TO THE MEMORANDUM DATED MAY 29, 2020: GUIDELINES IN THE CONTINUOUS

ADOPTION OF ALTERNATIVE WORK

ARRANGEMENTS IN BOC

RE: STATE OF PUBLIC HEALTH EMERGENCY

DATE

June 18, 2020

Reference is made to the Memorandum dated May 29, 2020 on Guidelines in the Continuous Adoption of Alternative Work Arrangements in BOC Re: State of Public Health Emergency which provides the guidelines to observe on the implementation of CSC-prescribed Alternative Work Arrangements.

In order to include the implementation of Modified General Community Quarantine (MGCQ) and to repeal the certain provisions of the above-cited Memorandum, particularly Items 1.0, 5.0, and 13.0 thereof on the adoption of Skeleton Workforce and the grant on Hazard Pay, respectively. The said Memorandum is hereby amended to read as follows:

"1.0 All Heads of Offices are directed to arrange a Skeleton Workforce schedule which will ensure the delivery of Bureau services with due observance of minimum standard health protocols for COVID-19, following the prescribed composition of skeletal workforce:

Quarantine Classification of BOC Office Locations	Composition of Skeleton Workforce
For offices located in areas placed under (Modified) GCQ	at least 50% of total personnel complement of Office
For Offices located in areas placed under GCQ	50% of total personnel complement of Office
For offices located in areas placed under (Modified) ECQ	25%-30% of total personnel complement of Office

South Harbor, Gate 3, Port Area, Manila 1099 Tel. Nos 527-4537, 527-1935

Website: www.customs.gov.ph Email: Boc.cares@customs.gov.ph

A Modernized and Credible Customs Administration That is Among the World's Best



BUREAU OF CUSTOMS

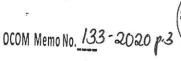
Professionalism Integrity Accountability



"5.0 As per DBM Budget Circular No. 2020-1, employees assigned as skeleton workforce for the duration of enhanced community quarantine shall be entitled to Hazard Pay on top of the overtime pay, as well as other applicable allowances, subject to accounting and auditing rules and regulations."

"13.0 This Memorandum shall take effect retroactively on June 01, 2020 and shall remain in force until the community quarantine has been lifted."

For strict compliance.



BUREAU OF CUSTOMS

Professionalism Integrity Accountability



MEMORANDUM

FOR

GLADYS C. CABUGAWAN

Chief, Central Records Management Division

FROM

ATTY. KRIDEN F. BALGOMERA M

Chief, Human Resource Management Division

SUBJECT

Amendment to the Memorandum Dated

May 29, 2020: Guidelines in the Continuous Adoption of Alternative Work Arrangements in BOC Re: State of Public Health Emergency

DATE

July 07, 2020

 Respectfully transmitted herewith is the Memorandum dated June 18, 2020 signed by Commissioner Rey Leonardo B. Guerrero re: Amendment to the Memorandum Dated May 29, 2020: Guidelines in the Continuous Adoption of Alternative Work Arrangements in BOC Re: State of Public Health Emergency.

2. For your reference of action.