



# BUREAU OF CUSTOMS

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## MEMORANDUM

TO : DEPUTY COMMISSIONERS  
DISTRICT COLLECTORS  
SERVICE DIRECTORS  
HEADS OF OFFICES

FROM : REY LEONARDO B. GUERRERO  
Commissioner **JUL 03 2020**

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



BOC-03-06045

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
<b>For offices located in areas placed under (Modified) GCQ</b>	<b>at least 50% of total personnel complement of Office</b>
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

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"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.

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BOC-03-06045

## MEMORANDUM

FOR : **GLADYS C. CABUGAWAN**  
Chief, Central Records Management Division

FROM :   
**ATTY. KRIDEN F. BALGOMERA** *KL*  
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

1. 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.