



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

OCOM Memo No. 147-2021

## MEMORANDUM

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TO : **ALL OFFICIALS AND EMPLOYEES**

FROM : **REY LEONARDO B. GUERRERO**  
Commissioner



BOC-03-12518

SUBJECT : **REGULAR HOLIDAYS, SPECIAL NON-WORKING DAYS AND SPECIAL WORKING DAYS FOR THE PERIOD OF NOVEMBER TO DECEMBER 2021**

DATE : 28 October 2021

1.0 In view of the observance of the following Regular Holidays and Special Non-working Days (Proclamation No. 1107 dated 26 February 2021), all Collection Districts rendering frontline services shall continue with their operations and arrange their respective Skeleton Workforce accordingly:

- a. November 01, 2021 (Monday) – All Saints' Day
- b. November 30, 2021 (Tuesday) – Bonifacio Day
- c. December 08, 2021 (Wednesday) – Feast of the Immaculate Conception of Mary
- d. December 25, 2021 (Saturday) – Christmas Day
- e. December 30, 2021 (Thursday) – Rizal Day

2.0 Skeleton Workforce schedule of concerned Offices/Ports shall be submitted to the Internal Administration Group, copy furnished the Human Resource Management Division ([hcmd@customs.gov.ph](mailto:hcmd@customs.gov.ph)), at least 3 days before the scheduled non-working holiday.

3.0 Also, please be reminded that the following dates are declared as Special (working) Days:

- a. November 02, 2021 (Tuesday) – All Souls' Day
- b. December 24, 2021 (Friday) – Christmas Eve
- c. December 31, 2021 (Friday) – Last Day of the Year

4.0 For information and compliance.