

2018-04-004

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

**MEMORANDUM**

FOR : ALL DEPUTY COMMISSIONERS  
ALL DISTRICT COLLECTORS  
ALL ADMINISTRATIVE OFFICERS

FROM : *Signature*  
GLADYS F. ROSALES, CESE  
CHIEF OF STAFF, OFFICE OF THE COMMISSIONER  
DEPUTY COMMISSIONER, INTERNAL ADMINISTRATION GROUP  
*JA*

SUBJECT : SKELETAL WORKFORCE

DATE : 08 June 2018

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1. Relevant to the observance of the Independence Day, **June 12, 2018, Tuesday**, and Proclamation No. 514 declaring **June 15, 2018, Friday** as regular holiday in observance of the Muslim Celebration of Eid Al-Fitr, all Collection Districts, Sub-Ports and all other offices rendering frontline services are directed to observe **Skeletal Workforce** on the above mentioned dates.
  2. Further, the offices mentioned 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.
  3. For strict compliance.