




MEMORANDUM

FOR : ALL BOC OFFICIALS AND EMPLOYEES

FROM :  **DONATO B. SAN JUAN**
 Deputy Commissioner | *DS*
 Internal Administration Group

SUBJECT : USE OF THE WORK-FROM-HOME FEATURE IN THE INTERNAL ADMINISTRATION MANAGEMENT SYSTEM (IAMS)

DATE : April 21, 2021

In line with the implementation of the Internal Administration Management System (IAMS), all BOC personnel are directed to use the **Work-from-Home** feature in the **Employees' Self Service Module** starting **April 21, 2021 onwards** in assigning and accomplishing the work-from-home schedule of personnel.

1. The Employees' Self Service Module- Work-from-Home (ESS-WFH) Feature may be accessed thru the following steps:
 - 1.1 Go to the **BOC Official Website** (www.customs.gov.ph);
 - 1.2 Mouse over to **HR Corner** to display a drop down menu;
 - 1.3 Select **Employees' Self Service**;
 - 1.4 Enter **Username and Password**;
 - 1.5 Check e-mail for the **Authentication Code**;
 - 1.6 Enter **Authentication Code**.
 - 1.7 You are now logged in to your **Employees' Self Service Profile**;
 - 1.8 In the Sidebar Menu, click "**Skeleton Workforce Duty and Work-from-Home**" and a drop down menu will display;

a. FOR DIVISION CHIEF/HEAD OF OFFICE

To assign the WFH Schedule of your Office personnel you may proceed with the following steps:

- a.1. Click "**Assignment of Schedule**";
- a.2. On the display window, select your **Organizational Unit, Name of Office**, and the **Date Covered** by the work-from-home arrangement;
- a.3. Click **Add**;

**BUREAU OF CUSTOMS**

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



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- a.4. Select the **Name of Employees**;
- a.5. After selecting the names of employees, select **Timekeeping Setup**;
- a.6. Select **Work-from-Home** in the drop down menu;
- a.7. Repeat steps a.2 to a.6 if you want to assign another work-from-home schedule;
- a.8. To finish, click **Submit to HR**.

b. FOR ALL EMPLOYEES

To view your Work-from-Home schedule you may proceed with the following steps:

- b.1. Click **Accomplishment Report**;
 - b.2. View **Calendar** for dates with "**WFH**" for your Work-from-Home schedule.
2. For additional reference, attached is a process flowchart on how to access the ESS-WFH Feature (*Annex "A"*).
 3. For guidance and compliance.

HOW TO ACCESS THE IAMS EMPLOYEES' SELF-SERVICE (ESS) MODULE WORK-FROM-HOME FEATURE

