




**MEMORANDUM**

TO : ALL BOC OFFICIALS AND EMPLOYEES

FROM : REY LEONARDO B. GUERRERO
Commissioner   APR 13 2021  BOC-03-09535

SUBJECT : Modified Work Hours for Muslim BOC Officials and Employees during the Holy Month of Ramadhan

DATE : 07 April 2021

1. Pursuant to Presidential Decree No. 291 as amended by P.D. No. 322 and Civil Service Commission Resolution No. 81 – 1277 which was further clarified by CSC Resolution No. 02072 dated 20 May 2002, the following guidelines shall be implemented as regards the modified work hours of BOC officials and employees who will observe the fasting season during the Holy Month of Ramadhan:
 - a. The modified work hours which is from 7:30AM to 3:30PM without noon break shall only be allowed from 13 April 2021 until 12 May 2021.
 - b. Only Muslim officials and employees (including those on a Work-from-Home Arrangement) who will observe fasting during the aforementioned period shall be allowed to avail of the modified work hours.
 - c. There shall be no diminution in the 40-hour work week required in compliance with the Civil Service laws, rules, and regulations under this modified working hours.
 - d. After the period of Ramadan, the subject officials and employees shall automatically revert to their respective regular work hours.
2. For information and guidance.