



# BUREAU OF CUSTOMS

Professionalism Integrity Accountability



OCOM Memo No. 201-2020

MASTER COPY



BOC-03-07690

## MEMORANDUM

TO : **All BOC Officials and Employees**  
Port of Manila  
Manila International Container Port  
Ninoy Aquino International Airport  
Port of Batangas  
Port of Legazpi  
Port of Clark  
Port of Subic

FROM : **REY LEONARDO B. GUERRERO**  
Commissioner · NOV 11 2020

SUBJECT : **WORK SUSPENSION (NOVEMBER 11 AND 12, 2020)**

DATE : November 11, 2020

- 1.0 Pursuant to Memorandum Circular No. 82 issued by Executive Secretary Salvador C. Medialdea, Office of the President, declaring work suspension in government offices in Region II, III, CALABARZON, MIMAROPA, V, Cordillera Administrative Region and the National Capital Region, effective 3:00 PM today, until 12 November 2020 (Thursday) due to typhoon Ulysses, all Collection Districts in the said regions rendering frontline services shall continue with their operations and arrange their respective Skeletal Workforce accordingly.
- 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)) not later than 5:00 p.m. on even date.
- 3.0 For strict compliance.

South Harbor, Gate 3, Port Area, Manila 1099  
Tel. Nos 527-4537, 527-1935  
Website: [www.customs.gov.ph](http://www.customs.gov.ph) Email: [Boc.cares@customs.gov.ph](mailto:Boc.cares@customs.gov.ph)

*A Modernized and Credible Customs Administration That is Among the World's Best*