

2018-12-028




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MASTER COPY

MEMORANDUM

FOR : ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS
ALL ADMINISTRATIVE OFFICERS

FROM : 
DONATO B. SAN JUAN
ACTING DEPUTY COMMISSIONER
INTERNAL ADMINISTRATION GROUP

SUBJECT : SKELETAL WORKFORCE

DATE : 13 December 2018

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1. Pursuant to **PROCLAMATION NO. 555 BY THE PRESIDENT OF THE PHILIPPINES, "DECLARING THE REGULAR HOLIDAYS AND SPECIAL (NON-WORKING) DAYS FOR THE YEAR 2019**, all Collection Districts, Sub-Ports and all other offices rendering frontline services are directed to observe **Skeletal Workforce** on the following dates:

A. Regular Holidays

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|-------|---------------------|-------------------------------------|
| i. | New Year's Day | - 1 January (Tuesday) |
| ii. | Araw ng Kagitingan | - 9 April (Tuesday) |
| iii. | Maundy Thursday | - 18 April |
| iv. | Good Friday | - 19 April |
| v. | Labor Day | - 1 May (Wednesday) |
| vi. | Independence Day | - 12 June (Wednesday) |
| vii. | National Heroes Day | - 26 August (Last Monday of August) |
| viii. | Bonifacio Day | - 3 November (Saturday) |
| ix. | Christmas Day | - 25 December (Wednesday) |
| x. | Rizal Day | - 30 December (Monday) |

B. Special (Non-Working) Days

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|------|--|-------------------------|
| i. | Chinese New Year | - 05 February (Tuesday) |
| ii. | EDSA People Power Anniversary | - 25 February (Monday) |
| iii. | Black Saturday | - 20 April |
| iv. | Ninoy Aquino Day | - 21 August (Wednesday) |
| v. | All Saint's Day | - 1 November (Friday) |
| vi. | Feast of the Immaculate Conception of Mary | - 8 December (Sunday) |
| vii. | Last Day of the Year | - 31 December (Tuesday) |

- viii. Additional special (non-working) days
 - 2 November (Saturday)
 - 24 December (Tuesday)

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 one (1) week prior to the scheduled holiday.
3. For strict compliance.