



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MEMORANDUM

TO : District Collectors
Port of Manila,
Manila International Container Port
Port of Subic
Port of Clark International Airport
Port of Batangas,
Port of Cagayan De Oro
Port of Cebu
Port of Davao
Sub-Port Collectors
Deputy Collectors & All concerned.

SUBJECT : STRICT IMPLEMENTATION OF CMO 03-2017

DATE : 19 April 2017

To strictly implement and observe Customs Memorandum Order 03-2017 specifically on April 29, 2017 (Saturday) and to set up a working schedule or skeletal force on April 30, 2017 (Sunday), you are hereby directed to inform our stakeholders and coordinate with your Authorized Agent Banks of the foregoing in order to avoid disruption in the processing of shipments in you respective ports on said dates.

For strict compliance.


NICANOR E. FAELDON
Commissioner



APR 21 2017



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

13 January 2017

CUSTOMS MEMORANDUM ORDER
NO. 03-2017

TO: All Bureau Officials and Employees
All concerned

SUBJECT: AMENDMENT OF CUSTOMS MEMORANDUM ORDER NO. 24-2016 CONCERNING WORKING HOURS OF BUREAU OFFICIALS AND EMPLOYEES OF THE FOLLOWING PORTS AND RESPECTIVE SUBPORTS: PORT OF MANILA, MANILA INTERNATIONAL CONTAINER PORT, PORT OF SUBIC, PORT OF CLARK INTERNATIONAL AIRPORT, PORT OF BATANGAS, PORT OF CAGAYAN DE ORO, PORT OF CEBU, AND PORT OF DAVAO

In line with the President's mandate of a more speedy and efficient processing of documents in order to further aid the transacting public and promote trade facilitation, CMO No. 24-2016 in relation to the regular working hours of the specified ports and their respective sub-ports, particularly item 1 thereof, is hereby amended to read as follows:

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1. The regular working hours in all offices in all ports and subports, except for those enumerated in the next paragraph, will be from 8:00 a.m. to 5:00 p.m., Mondays to Fridays.

The Port of Manila, Manila International Container Port, Port of Subic, Port of Clark International Airport, Port of Batangas, Port of Cagayan de Oro, Port of Cebu, and the Port of Davao shall have regular working hours from 8 A.M. to 8 P.M., Mondays to Saturdays. Thus, the following shifts shall be observed:

8:00 A.M. to 5:00 P.M.

1:00 P.M. to 8:00 P.M.

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The Division/Office Chief concerned shall be in charge of arranging the working schedule of each staff, in accordance with the preceding paragraph.

The shift schedule of each personnel shall be his/her regular working hours and shall therefore be the actual time to be reflected in his/her Daily Time Record. The shift assignments may be periodically changed, provided there be a recommendation of the Division/Office Chief, subject to the approval of the Deputy Commissioner or District Collector concerned.

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All other provisions of CMO No. 24-2016 which do not conflict with this CMO shall remain in force and effect.

This Customs Memorandum Order shall take effect starting 16 January 2017 and shall remain valid unless otherwise revoked.

Nicanor E. Faeldon
NICANOR E. FAELDON
Commissioner

