

**MEMORANDUM**

TO : DEPUTY COMMISSIONERS
DISTRICT COLLECTORS

FROM : YOGI FILEMON L. RUIZ
Acting Commissioner

SUBJECT : Interim Guidelines on The Adoption of Flexible Work Arrangements for Personnel Under Job Order (JO) and/or Contract of Service (COS)

DATE : October 18, 2022

1. Pursuant to Commission on Audit and Department of Budget and Management (COA-DBM) Joint Circular (JC) No. 1, s. 2022 dated September 13, 2022, this Bureau shall adopt Flexible Work Arrangements (FWAs) for Personnel under Job Order (JO) and/or Contract of Service (COS) to ensure efficient and effective delivery of public services, and to ensure protection of health, safety, and welfare of all personnel engaged on a JO and/or COS basis.
2. Relative thereto, all Heads of Offices shall ensure that all JO and/or COS personnel will observe the prescribed FWAs¹ implemented in their respective offices in consideration of the tasks assigned to said JO and/or COS personnel; thus, all stakeholders are assured of continuous delivery of services from 8:00 am to 5:00 pm, including lunch break, throughout the week.
3. The JO and/or COS personnel who will be under any of the flexible work arrangements shall be paid corresponding wages/salaries upon submission of appropriate accomplishment reports for the period in accordance with COA-DBM JC No. 2, s. 2020.
4. The JO and/or COS personnel concerned shall not be entitled to Compensatory Overtime Credit/Overtime Pay pursuant to the provisions of CSC-DBM JC No. 2, s. 2015, as amended, and other related civil service, budgeting, accounting, and auditing rules and regulations.
5. The JO and/or COS personnel concerned shall ensure confidentiality of official documents and records and abide by the rules and regulations set forth under RA No. 10173, s. 2012 or the Data Privacy Act and Customs Memorandum Order No. 16-2021 re: Privacy Manual.

¹ OCOM Memorandum No. 74-2022 with the subject: Interim Guidelines on the Adoption of Flexible Work Arrangements (FWAs)



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OCOM Memo No. 127-2022

6. Adopted FWAs for JO and/or COS personnel shall not be modified within six (6) months upon implementation.
8. This Memorandum shall be effective immediately and shall last until revoked.
9. For strict compliance.