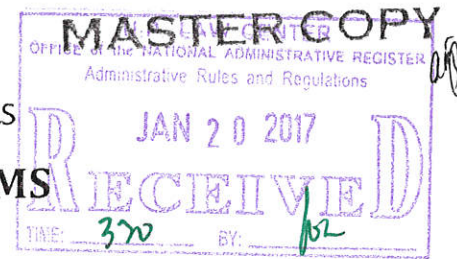




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS



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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Alexander C. Montemayor
Admin Officer V
CRMD - BOC

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.

XXX

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



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A. Montemayor
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