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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
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CENTRAL RECORDS MANAGEMENT DIVISION

September 23, 2015

**THE DIRECTOR
OFFICE OF THE NATIONAL ADMINISTRATIVE REGISTER
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UP LAW CENTER DILIMAN, QUEZON CITY**

SIR/MADAM:

TRANSMITTED ARE THE THREE (3) HARD COPIES AND SOFT COPY [WORD FORM IN COMPACT DISC REWRITABLE] OF THE BOC ISSUANCE, ENTITLED:

CMO 33-2015 IMPLEMENTATION OF 7 A.M. – 7 P.M. WORKING HOURS

Gladys C. Cabugawan
GLADYS C. CABUGAWAN
Chief, CRMD



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS

21 September 2015

CUSTOMS MEMORANDUM ORDER
NO. 33-2015

TO: All Concerned Bureau Officials and Employees
All Ports and Subports

SUBJECT: Implementation of 7 A.M. – 7 P.M. Working Hours

In line with our policies to provide optimum service to the transacting public and to further trade facilitation, **7 A.M. - 7 P.M. Working Hours** shall be implemented in all ports and subports of the Bureau of Customs pursuant to Section 6, Rule XVII of the Omnibus Rules implementing Book V of Executive Order 292, otherwise known as the Administrative Code of 1987 and other pertinent Civil Service Rules.

Relative thereto, the following guidelines are hereby prescribed:

1. The regular working hours in all ports and subports, including all offices under the Office of the Commissioner will be from 7:00 o'clock in the morning to 7:00 o'clock in the evening, Mondays to Fridays.
2. The following shifts shall be observed:

7:00 A.M. to 4:00 P.M.
8:00 A.M. to 5:00 P.M.
9:00 A.M. to 6:00 P.M.
10:00 A.M. to 7:00 P.M.
3. It shall be the responsibility of the Division/Office Chief concerned to arrange the working schedule of each staff, in accordance with this Order.
4. 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 cannot be occasionally or periodically changed, without the recommendation of the Division/Office Chief, subject to the approval of the Deputy Commissioner concerned.
5. The shift schedule shall ensure that full and complete transaction services are rendered by the division/office throughout the regular working hours, without interruption of service.

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A. Montemayor
Alexander C. Montemayor
Admin Officer V
CRMD - BOC

6. All Division/Office Chiefs shall ensure that there will be no interruption of service during lunch break pursuant to the Anti-Red Tape Act. Hence, lunch breaks should also be taken on shifting schedule.
7. The regular Monday Flag Raising ceremony shall remain at 7:45 A.M., the attendance of those not belonging to the shift during that period shall no longer be required.
8. In the exigency of service, working days may also be altered to include Saturdays and Sundays. Personnel who work on such days may choose a compensatory day-offs during weekdays, provided that the Saturdays and Sundays are considered as regular workdays for purposes of computation of overtime services.
9. All District/Subport Collectors are hereby directed to coordinate with the Arrastre Operator and other stakeholders of their respective port/subport in order to ensure full support on the 7 A.M.-7 P.M. Working Hours of this Bureau.
10. All Division/Office Chiefs shall submit a monthly schedule on the regular working hours of their staff to the Chief, Administrative Division/Unit of the port/subport for submission to the Human Resources Management Division for records and monitoring purposes.
11. This Order shall initially apply to all personnel of the Office of the Commissioner, including all Groups (IG, EG, RCMG, MISTG, AOCG, IAG) and the following Collection Districts:
 - 11.1 Port of Manila
 - 11.2 Manila International Container Port
 - 11.3 Port of NAIA
 - 11.4 Port of Cebu
 - 11.5 Port of Davao
 - 11.6 Port of Batangas
 - 11.7 Port of Limay

This Order shall take effect on 01 October 2015 and shall remain valid unless otherwise revoked.

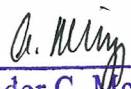

ALBERTO D. LINA

Commissioner



SEP 22 2015

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