

**MEMORANDUM**

TO : **ALL OFFICIALS AND EMPLOYEES**

FROM : **REY LEONARDO B. GUERRERO**  
Commissioner **MAY 11 2021**

SUBJECT : **Skeleton Workforce**

DATE : 11 May 2021

- 1.0 In view of the observance of Eid'l Fitr (Feast of Ramadhan) on 13 May 2021 (Proclamation No. 1142 dated 10 May 2021), all Collection Districts rendering frontline services shall continue with their operations and arrange their respective Skeleton Workforce accordingly.
- 2.0 In this regard, Skeleton Workforce schedule of concerned Offices/Ports shall be submitted to the Internal Administration Group, copy furnished the Human Resource Management Division ([hrrmd@customs.gov.ph](mailto:hrrmd@customs.gov.ph)) not later than 5:00 p.m. on 12 May 2021.
- 3.0 For strict compliance.