



BUREAU OF CUSTOMS



Professionalism Integrity Accountability



OCOM Memo No. 54-2021

MEMORANDUM

TO : DEPUTY COMMISSIONERS
DISTRICT COLLECTORS
SERVICE DIRECTORS
HEADS OF OFFICES

FROM : REY LEONARDO B. GUERRERO
Commissioner   BOC-03-09441

SUBJECT : WORK ARRANGEMENT IN OFFICES UNDER
GENERAL COMMUNITY QUARANTINE (GCQ) FROM
MARCH 23 - APRIL 04, 2021

DATE : March 22, 2020

In compliance with Memorandum Circular No. 85 - 2021 from the Office of the President with the subject **“Establishing Operational Capacity to be Observed by the Government Agencies and Instrumentalities in Areas Under General Community Quarantine Until 04 April 2021, And for Other Purposes,”** the following daily workforce arrangement shall be arranged by the respective Division Chiefs under Groups and District Collectors beginning March 23 to April 04, 2021:

<i>Quarantine Classification of BOC Office Locations</i>	<i>Composition of Skeleton Workforce</i>
<i>For offices located in areas placed under General Community Quarantine (GCQ)</i>	<ul style="list-style-type: none"> <i>For Groups Under OCOM:</i> <p><i>At least 50% of total personnel complement of Office</i></p> <ul style="list-style-type: none"> <i>For Collection Districts:</i> <p><i>Work arrangement shall be determined by the District Collectors</i></p>

This Memorandum shall be in full effect from March 23, 2021 to April 4, 2021. Outside of this period, OCOM Memorandum No. 156-2020, as amended, shall remain as the prevailing standard. No part of this Memorandum shall be construed as an amendment to the said policy.

For strict compliance.