



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



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MEMORANDUM

TO : DEPUTY COMMISSIONERS
DISTRICT COLLECTORS
SERVICE DIRECTORS
HEADS OF OFFICES

FROM : REY LEONARDO B. GUERRERO
Commissioner *4* APR 06 2021

SUBJECT : AMENDMENT TO THE GUIDELINES ON WORK
ARRANGEMENT IN OFFICES DURING THE PERIOD
OF STATE OF PUBLIC HEALTH EMERGENCY

DATE : March 29, 2021

In compliance with relevant Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF-MEID) Resolutions and Civil Service Commission issuances, Item 1 of the OCOM Memorandum dated May 29, 2020 re: Guidelines in the Continuous Adoption of Alternative Work Arrangements in BOC Re: State of Public Health Emergency (as amended) is hereby amended as follows:

"1. All Heads of Offices are directed to arrange a Skeleton Workforce schedule which will ensure the delivery of Bureau services with due observance of minimum standard health protocols for COVID-19, following the prescribed composition of skeleton workforce:

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

This Amendment shall take effect immediately and shall remain in force until the State of Public Health Emergency has been lifted or withdrawn by the President.

For strict compliance.

