



Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
1099 Manila

**MEMORANDUM**

TO : ALL DEPUTY COMMISSIONER  
ALL DISTRICT AND PORT COLLECETORS  
ALL DIVISION CHIEFS  
ALL BOC EMPLOYEES AND OTHER OFFICIALS

DEC 07 2018

FROM : REY LEONARDO B. GUERRERO  
Commissioner

SUBJECT : GRANTING OF LEAVE OF ABSENCE

DATE : November 23, 2018



1. In the exigency of service and to ensure that all divisions or equivalent offices in the Bureau maintain a functional manpower and uninterrupted service, all employees and officials are advised to calendar/schedule their vacation leave, special privilege leave and other pre-planned leave of absence.
2. All Divisions Chiefs or approving authorities must ensure that the division or equivalent office maintains, on a daily basis, at **least eighty percent (80%) of its manpower, taking into account those on study leave/scholarship grant, on training, or on sick leave, and personnel under Contract of Service**, prior to granting/approving an employee's request for the above – mentioned type of leave of absence. (See Annex A)
3. Head of offices and their Deputies or the next highest ranking employee shall not go on leave at the same time.
4. Further, employees who will apply for vacation leave may only be granted a **maximum of ten (10) working days** of leave of absence. Vacation Leave must not be applied in conjunction with other Leaves, i.e. Maternity Leave, etc.
5. This order shall take effect immediately.
6. For strict compliance.