



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

URGENT

20 July 2017

MEMORANDUM

TO : DISTRICT COLLECTORS
ALL OTHERS CONCERNED

SUBJECT : NO NOON BREAK POLICY

It has come to this Office's attention that on 19 July 2017, the employees of the Piers and Inspection Division- Port of Manila were caught sleeping by the transacting public.

In view of the above, you are hereby directed to strictly implement the "NO NOON BREAK POLICY" as mandated by Republic Act No. 9485 or the Anti-Red Tape Act of 2007. Section 8 (e) of the said law provides that "each office or agency which render frontline services shall adopt appropriate working schedules to ensure that all clients who are within their premises prior to the end of official working hours are attended to and served even during lunch break and after regular working hours." You may prescribe your own internal rules and regulation to ensure the uninterrupted delivery of frontline services of your respective offices.

As stated under Section 11 of RA No. 9485, the following sanctions may be imposed upon any employee found to have violated the No Noon Break Policy:

First Offense - Thirty (30) days suspension without pay and mandatory attendance in Values Orientation Program;

Second Offense - Three (3) months suspension without pay; and

Third Offense - Dismissal and perpetual disqualification from public service."

You are hereby enjoined to immediately disseminate this Memorandum as wide a publicity as possible.

For your guidance and strict compliance.


NICANOR E. FAELDON
Commissioner

