



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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PROFESSIONALISM INTEGRITY ACCOUNTABILITY

OCOM Memo No. 24-2023

MEMORANDUM

TO : ALL CONCERNED BOC OFFICIALS AND EMPLOYEES

FROM : BIENVENIDO Y. RUBIO
Commissioner

MAR 23 2023

SUBJECT : MODIFIED WORK HOURS FOR MUSLIM OFFICIALS
AND EMPLOYEES DURING THE HOLY MONTH OF
RAMADAN

DATE : 23 March 2023

1.0 Pursuant to Presidential Decree (P.D.) No. 291 as amended by P.D. No. 322 and Civil Service Commission (CSC) Resolution No. 81-1277 which was further clarified by CSC Resolution No. 02072 dated 20 May 2002, all Muslim officials and employees of the Bureau who will observe fasting during the Holy Month of Ramadan shall adopt the modified work hours in accordance with the following guidelines:

- 1.1 The modified work hours from 7:30 AM to 3:30 PM without noon break shall only be allowed from 23 March to 21 April 2023;
- 1.2 Only Muslim officials and employees who will observe fasting during the said period shall be allowed to avail of the modified work hours;
- 1.3 There shall be no diminution in the forty (40) hour week required in compliance with the Civil Service laws, rules, and regulations under this modified work hours.
- 1.4 After the period of Ramadan, the concerned officials and employees shall automatically revert to the regular work hours.

2.0 For information and guidance.