

2017-10-051



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
MANILA 1099

MASTER COPY *[Handwritten signature]*

MEMORANDUM

FOR : ALL DISTRICT COLLECTORS
ALL DEPUTY COMMISSIONERS

FROM : *[Handwritten signature]*
GLADYS F. ROSALES, CESE
OIC – DEPUTY COMMISSIONERY
INTERNAL ADMINISTRATION GROUP

SUBJECT : SKELETAL WORKFORCE

DATE : 30 October 2017

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1. Relevant to Proclamation No. 50 from the Office of the President declaring **October 31, 2017, Tuesday and November 1, Wednesday** as Special Non – Working Holiday to give way to the observance of “All Saints Day”, you are hereby directed to arrange a “Skeletal Workforce” schedule to ensure that services of the Bureau remains uninterrupted on these days.
 2. In connection to this, please forward to the Internal Administration Group (IAG), through the Human Resource Management Division (HRMD), the list of personnel assigned to report on the above – mentioned dates.
 3. For strict compliance.