



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

MEMORANDUM

FOR : DISTRICT COLLECTORS
- MANILA INTERNATIONAL CONTANER PORT
- PORT OF MANILA

ALL DEPUTY COMMISSIONERS

FROM : *[Signature]*
GLADYS F. ROSALES, CESE
DEPUTY COMMISSIONER
INTERNAL ADMINISTRATION GROUP

SUBJECT : SKELETAL WORKFORCE

DATE : 04 January 2018

1. Relevant to the observance of the Feast of the Holy Nazarene, **January 09, 2018**, Tuesday, the City Government of Manila has declared suspension of work in local government offices and classes in all schools within the city.
2. In relation to the above, the Bureau of Customs hereby suspends work at the Head Office. Meanwhile the Port of Manila, Manila International Container Port and all other offices rendering frontline services are directed to observe **Skeletal Workforce** on the above mentioned date.
3. Further, the offices mentioned above shall 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 date.
4. "Business as Usual" shall be observed in all other districts/offices of the Bureau of Customs.
5. For strict compliance.