

2017-12-030


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

MEMORANDUM

FOR : ALL DISTRICT COLLECTORS
ALL DEPUTY COMMISSIONERS

FROM : 
GLADYS F. ROSALES, MPA, CESE
DEPUTY COMMISSIONER
INTERNAL ADMINISTRATION GROUP
JTB

SUBJECT : SKELETAL WORKFORCE

DATE : 18 December 2017

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1. Memorandum Circular No. 37, 2017 signed by Executive Secretary, Salvador C. Medialdea from the Office of the President, Republic of the Philippines, declared work suspension on December 26, 2017 and January 02, 2018. (see attachment)
 2. Relative to the above, all Ports and Sub-Ports, and all other offices rendering frontline services are hereby directed to arrange "Skeletal Workforce" schedule on the above – mentioned dates to ensure uninterrupted services of the Bureau.
 3. 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 date.
 4. For strict compliance.

Office of the President
of the Philippines
Malacanan

MEMORANDUM CIRCULAR NO. 37

Further to Proclamation Nos. 50 (s. 2016) and 269 (s. 2017) issued by the President declaring 26 December 2017 (Christmas Day) and 01 January 2018 (New Year's Day) as Regular Holidays, and in order to give the employees of the government full opportunity to celebrate the holidays with their families and loved ones, work in government offices, including government-owned and-controlled corporations, government financial institutions, state universities and colleges, local government units, and other agencies and instrumentalities, is hereby suspended on 26 December 2017 and 02 January 2018.

However, those agencies whose functions involve the delivery of basic and health services, preparedness/response to disasters and calamities, and/or the performance of other vital services shall continue with their operations and render the necessary services.

The suspension of work in other branches of government and in independent commissions or bodies, as well as in private companies and offices on the said dates, is left to the sound discretion of their respective heads/management.

For information and guidance.

By authority of the President:


SALVADOR C. MEDIALDEA
Executive Secretary

Manila, 13 December 2017

