

2018-04-013

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

**MEMORANDUM**

FOR : ALL DISTRICT COLLECTORS  
ALL DEPUTY COMMISSIONERS  
ALL ADMINISTRATIVE OFFICERS

FROM : *Gladys F. Rosales*  
GLADYS F. ROSALES, MPA, CESE  
Chief Of Staff, Office of the Commissioner  
Deputy Commissioner, Internal Administration Group

SUBJECT : SKELETAL WORKFORCE

DATE : April 06, 2018

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1. **April 09, 2018, Monday** is declared as a Regular Holiday in commemoration of the "Araw ng Kagitingan"
  2. All Collection Districts, Sub-Ports and all other offices rendering frontline services are directed to observe **Skeletal Workforce** on the above mentioned date.
  3. Further, concerned offices as stated 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. For strict compliance.