



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

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MEMORANDUM

FOR : ALL DISTRICT COLLECTORS  
ALL DEPUTY COMMISSIONERS  
ALL ADMINISTRATIVE OFFICERS

FROM : *[Handwritten signature]*  
GLADYS F. ROSALES, MPA, CESE  
Chief Of Staff, Office of the Commissioner  
Deputy Commissioner, Internal Administration Group

SUBJECT : SKELETAL WORKFORCE

DATE : April 30, 2018

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1. **May 01, 2018, Tuesday** is declared as a Regular Holiday in celebration of "National Labor Day"
  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.