



BUREAU OF CUSTOMS

Professionalism Integrity Accountability



IA G Memo No. 23-2020

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MEMORANDUM



BOC-03-06588

FOR : **ALL BOC EMPLOYEES
AND PERSONS UNDER CONTRACT OF SERVICE**

FROM : **MICHAEL C. FERMIN**
Director III, Administrative Office

SUBJECT : **REITERATION OF BOC POLICY ON WEARING OF
PROPER UNIFORM AND OBSERVANCE OF
OFFICIAL WORKING HOURS**

DATE : August 04, 2020

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- 1.0 This is to reiterate the strict observance of the Bureau's policy on wearing of proper uniform and official working hours as contained in the following BOC Memoranda, and based on relevant Civil Service Commission rules and regulations:
- 1.1 Customs Office Order No. 05-2019 dated April 15, 2019 with the subject: Grant of Uniform/Clothing Allowance for FY; and
 - 1.2 Customs Memorandum Order No. 24-2019 dated September 19, 2016 with the subject: Working Hours.
- 2.0 As per Item 1.1, in order to maintain the proper decorum inside the workplace, all concerned officials and employees are directed to comply with the prescribed dress code which shall be worn in accordance to the schedule below:
- 2.1 For all concerned BOC personnel, plain white barong-type top and black slacks for men and plain white collared top and black slacks or skirt for women to be worn on Mondays;
 - 2.2 Plain light blue barong-type top and black slacks for men and plain light blue collared top and black slacks or skirt for women to be worn on Tuesdays to Thursdays;

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- 2.3 Any casual office attire for Fridays.
- 2.4 Further, BOC employees, officials, and persons under contract of service shall wear their official Bureau of Customs Identification Cards (BOC ID) which are duly issued by the Human Resource Management Division (HRMD).
- 3.0 Moreover, although the BOC recognizes the difficulty in reporting for work physically due to transportation restrictions among other limitations pertinent to the current COVID-19 situation in the country, the Bureau still needs to give optimum service as one of the agencies providing vital services to the public; thus personnel, who are part of the Skeleton Workforce, in all offices, including offices under the Office of the Commissioner and all ports and subports, except those which are rendering 24/7 services, are reminded that as per Item 1.2, the required working hours is from 8:00AM to 5:00PM.
- 4.0 In view of the foregoing, all Heads of Offices are hereby directed to ensure the compliance of the employees under their respective Offices to the abovementioned BOC Memoranda.

For strict compliance.