



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

OCOM Memo No. 218 - 2020

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## MEMORANDUM

TO : **ALL OFFICIALS AND EMPLOYEES**

FROM : **REY LEONARDO B. GUERRERO**  
Commissioner ✦ **DEC 23 2020**

SUBJECT : **Skeleton Workforce**

DATE : 23 December 2020

- 1.0 In view of the observance of the Regular Holidays and Special (Non-Working) Days on 24, 25, 30, 31 December 2020 (Proclamation No. 845) & 1 January 2021 (Proclamation No. 986), all Collection Districts rendering frontline services shall continue with their operations and arrange their respective Skeleton Workforce accordingly.
- 2.0 Skeleton Workforce schedule of concerned Offices/Ports shall be submitted to the Internal Administration Group, copy furnished the Human Resource Management Division ([hrmd@customs.gov.ph](mailto:hrmd@customs.gov.ph)) not later than 5:00 p.m. on 23 December 2020.
- 3.0 For strict compliance.