



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

11 May 2022

CUSTOMS MEMORANDUM ORDER

No. 16-2022

SUBJECT: Amendment to Customs Memorandum Order No. 10-2021 re: Amendment and Supplemental Provisions to BOC CMO No. 24-2016 re: Working Hours

In accordance with Civil Service Commission Memorandum Circular No. 01, s. 2017¹, and in line with the BOC's policy to promote professionalism in the Bureau and to ensure efficient delivery of service to the transacting public, Item No. 1.5 of CMO No. 10-2021, which states the provision of daily grace period of ten (10) minutes counted from the start of the regular working hours for all employees, is hereby **REVOKED**.

All other provisions of CMO No. 10-2021 not inconsistent herewith shall remain in effect.

This Order shall take effect immediately and shall remain valid unless otherwise revoked.

For strict implementation.

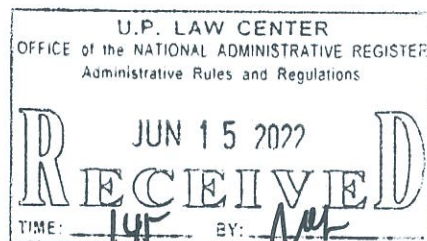
REY LEONARDO B. GUERRERO
Commissioner



Bureau of Customs
CENTRAL RECORDS MGT. DIVISION

**CERTIFIED TRUE COPY
OF THE ORIGINAL**

Margaret G. Manalaysay
MARGARET G. MANALAYSAY
Administrative Officer V



¹ CSC MC No. 01, s. 2017 or the Reiteration of Policy on Government Office Hours; and the Administrative Offenses of Frequent Unauthorized Absences (Habitual Absenteeism); Tardiness in Reporting for Duty; and Loafing from Duty during Regular Office Hours