

# BUREAU OF CUSTOMS MASTER COP MASTER COP

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#### **MEMORANDUM**

**FOR** 

ALL BOC OFFICIALS AND EMPLOYEES

FROM

DONATO B. SAN JUAN

Deputy Commissioner

Internal Administration Group

SUBJECT :

USE OF THE WORK-FROM-HOME FEATURE IN

THE INTERNAL ADMINISTRATION MANAGEMENT

SYSTEM (IAMS)

DATE

April 21, 2021

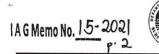
In line with the implementation of the Internal Administration Management System (IAMS), all BOC personnel are directed to use the **Work-from-Home** feature in the **Employees' Self Service Module** starting **April 21, 2021 onwards** in assigning and accomplishing the work-from-home schedule of personnel.

- The Employees' Self Service Module- Work-from-Home (ESS-WFH) Feature may be accessed thru the following steps:
  - 1.1 Go to the BOC Official Website (www.customs.gov.ph);
  - 1.2 Mouse over to HR Corner to display a drop down menu;
  - 1.3 Select Employees' Self Service:
  - 1.4 Enter Username and Password:
  - 1.5 Check e-mail for the Authentication Code;
  - 1.6 Enter Authentication Code.
  - 1.7 You are now logged in to your Employees' Self Service Profile;
  - 1.8 In the Sidebar Menu, click "Skeleton Workforce Duty and Workfrom-Home" and a drop down menu will display;

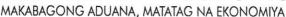
### a. FOR DIVISION CHIEF/HEAD OF OFFICE

To assign the WFH Schedule of your Office personnel you may proceed with the following steps:

- a.1. Click "Assignment of Schedule":
- a.2. On the display window, select your Organizational Unit, Name of Office, and the Date Covered by the work-from-home arrangement;
- a.3. Click Add;



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- a.4. Select the Name of Employees;
- a.5. After selecting the names of employees, select **Timekeeping Setup**;
- a.6. Select Work-from-Home in the drop down menu;
- a.7. Repeat steps a.2 to a.6 if you want to assign another work-from-home schedule;
- a.8. To finish, click Submit to HR.

### b. FOR ALL EMPLOYEES

To view your Work-from-Home schedule you may proceed with the following steps:

- b.1. Click Accomplishment Report;
- b.2. View **Calendar** for dates with "WFH" for your Work-from-Home schedule.
- 2. For additional reference, attached is a process flowchart on how to access the ESS-WFH Feature (Annex "A").
- 3. For guidance and compliance.

## HOW TO ACCESS THE IAMS EMPLOYEES' SELF-SERVICE (ESS) MODULE WORK-FROM-HOME FEATURE

