

BUREAU OF CUSTOMS

Professionalism Integrity Accountability



MASTER COPY



OCOM Memo No. 205-2020

MEMORANDUM

TO : **DEPUTY COMMISSIONERS
DISTRICT COLLECTORS
SERVICE DIRECTORS
HEADS OF OFFICES**

FROM : **REY LEONARDO B. GUERRERO**  BOC-03-07794
Commissioner  NOV 24 2020

SUBJECT : **AMENDMENT TO THE OCOM MEMORANDUM
NO. 156-2020 DATED AUGUST 03, 2020**

DATE : November 16, 2020

References:

- BOC Memorandum dated August 03, 2020 with the subject: An Update Amendment to the Memorandum dated on Guidelines in the Continuous Adoption of Alternative Work Arrangements in BOC Re: State of Public Health Emergency.
- Civil Service Commission's (CSC) Memorandum Circular No. 18 series of 2020 issued on October 15, 2020 with the subject: Amendment to the Revised Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of National Emergency due to COVID-19 Pandemic.
- Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines *with Amendments as of October 22, 2020.*

In order to ensure the Bureau's delivery of public service, a certain provision on the above-cited BOC Memorandum shall be updated in accordance to the CSC MC No. 18, s. 2020 and amended IATF Omnibus Guidelines on the Implementation of Community Quarantine, specifically Item 1.0 thereof on the adoption of Skeleton

South Harbor, Gate 3, Port Area, Manila 1099
Tel. Nos 527-4537, 527-1935

Website: www.customs.gov.ph Email: Boc.cares@customs.gov.ph

A Modernized and Credible Customs Administration That is Among the World's Best

Workforce, respectively. The said Memorandum is hereby updated to read as follows:

"1.0 All Heads of Offices are directed to arrange their respective workforce schedule which will ensure the delivery of Bureau services with due observance of minimum standard health protocols for COVID-19, following the prescribed Alternative Work Arrangements (AWA) below:

<i>Quarantine Classification of BOC Office Locations</i>	<i>Composition of Skeleton Workforce</i>
<p><i>For Offices located in areas placed under General Community Quarantine (GCQ) and Modified General Community Quarantine (MGCQ)</i></p>	<ul style="list-style-type: none"> • For Groups under OCOM <p><i>Personnel will physically report for four (4) days and will be under Work-From-Home arrangement for one (1) day per week.</i></p> <ul style="list-style-type: none"> • For Collection Districts <p><i>Work arrangement shall be determined by the District Collectors.</i></p>
<p><i>For offices located in areas placed under Modified Enhanced Community Quarantine (MECQ)</i></p>	<ul style="list-style-type: none"> • <i>For Groups under OCOM</i> <p><i>Personnel will physically report for three (3) days and will be under Work-From-Home arrangement for two (2) days per week.</i></p> <ul style="list-style-type: none"> • <i>For Collection Districts</i> <p><i>Work arrangement shall be determined by the District Collectors.</i></p>

For strict compliance.



MM/BOC-03-07794

MEMORANDUM

FOR : **GLADYS C. CABUGAWAN**
Chief, Central Records Management Division

FROM : *KJM / 11/25/20*
KRISTINE JANE V. MELENCIO
Acting Chief, Human Resource Management Division

SUBJECT : **AMENDMENT TO THE OCOM MEMORANDUM
NO. 156-2020 DATED AUGUST 03, 2020**

DATE : November 25, 2020

1. Respectfully transmitted herewith is the Memorandum signed by Commissioner Rey Leonardo B. Guerrero, dated November 16, 2020 re: Amendment to the OCOM Memorandum No. 156-2020 dated August 03, 2020.
2. For your reference of action.

