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OCOM Memo No. 74-2022

MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES

FROM : REY LEONARDO B. GUERRERO
Commissioner

SUBJECT : INTERIM GUIDELINES ON THE ADOPTION OF FLEXIBLE WORK ARRANGEMENTS (FWAS)

DATE : 14 JUNE 2022

- 1.0 Pursuant to Civil Service Commission Resolution No. 2200209 re: Policies on Flexible Work Arrangements in the Government promulgated on 18 May 2022, this Bureau shall adopt Flexible Work Arrangements (FWAs) to ensure efficient and effective delivery of public services, and to ensure protection of health, safety, and welfare of all BOC officials and employees at all times.
- 2.0 Relative thereto, all Heads of Offices are hereby directed to observe the prescribed FWAs to be implemented in their respective offices while ensuring that all stakeholders are assured of continuous delivery of services from 8:00 am to 5:00 pm, including lunch break, throughout the week.

Office	Flexible Work Arrangement
<ul style="list-style-type: none"> • Office of the Commissioner, AOCG, IAG, MISTG, RCMG, PCAG • Administrative Units of EG and IG, RMO, AMO • Administrative and Legal Units of Collection Districts 	<p>Flexiplace¹ (Work From Home)</p> <p>Four (4) days in the office and one (1) day WFH at eight (8) hours per day.</p>

¹ **Flexiplace** refers to an output-oriented work arrangement that authorizes government officials or employees to render service at a location away from their office, either in the home/residence of the official or employee, agency satellite office, or another fixed place, on a temporary basis duly approved by the head of office/agency.

Three Types:

1. **Work from home (WFH)** – is a work arrangement where the government officials or employees work at home or their residence.
2. **Work from satellite office** – is a work arrangement where the government officials or employees, instead of reporting to their office, report for work at their agency satellite office near their place of residence (e.g., central/other regional office/field office).
3. **Work from another fixed place** – is a work arrangement where the government officials and employees render service within the Philippines, at a place conducive for productive work and efficient performance of official duties and responsibilities, other than their home or residence and satellite office.



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Office	Flexible Work Arrangement
<ul style="list-style-type: none"> • All other Units of EG and IG in the Central Office • Collection Districts including Support Units from Central Office (ie. ESS, CIIS, XIP, and MISTG) 	<p>Any of the following FWAs:</p> <ul style="list-style-type: none"> a. Flexiplace <ul style="list-style-type: none"> - Work from home Four (4) days in the office and one (1) day WFH at eight (8) hours per day. - Work from another fixed place b. Compressed Workweek² Four (4) days in the office with ten (10) working hours c. Work Shifting³ d. Flexitime⁴

3.0 Officials and employees under flexible work arrangement shall be entitled to Compensatory Overtime Credit/Overtime Pay if they physically reported for work and rendered services beyond the normal eight (8) hours on scheduled workdays or forty (40) hours a week, and those rendered on rest days or scheduled days off, holidays, and special non-working days, both exclusive of time for lunch and rest, subject to the provisions of CSC-DBM Joint Circular No. 2, s. 2015,⁵ as amended, and other related civil service, budgeting, accounting, and auditing rules and regulations.

4.0 Heads of Offices concerned shall adopt performance standards and timelines in accordance with RA No. 11032,⁶ in consonance with the approved Office/Division/Individual Performance Commitment and Review (OPCR/DPCR/IPCR) to guide government officials and employees in the performance of their assigned task/s.

5.0 All personnel under flexiplace work arrangement shall submit their Daily Time Records together with their Accomplishment Reports generated from Internal Administration Management System (IAMS).

² **Compressed Workweek** refers to refers to a work arrangement whereby the forty (40) hours workweek for five (5) days of the government officials or employees is compressed to four (4) days or less, as may be applicable.

³ **Work shifting** refers to a work arrangement applicable to offices/agencies mandated by law to operate 24-hour continuous service delivery on a daily basis, or to agencies required to observe workplace health and safety protocols. This is also applicable to occupational groups that provide security and safety to agency personnel and/or property.

⁴ **Flexitime** - refers to a work arrangement where the agency is allowed to adopt flexible time for its government officials and employees from 7:00 AM to 7:00 PM on a daily basis, provided that the required forty (40) hours workweek is complied with.

⁵ CSC-DBM Joint Circular No. 2, s. 2015 re: Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees

⁶ An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, and for other purposes. 6 Institutionalizing



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- 6.0 Administrative Offices/Units and designated IAMS Officers shall ensure that all personnel are enrolled in IAMS and provided with an access to the said system.
- 7.0 Administrative Offices/Units shall monitor the compliance to the provisions in this Memorandum of all personnel under their respective offices.
- 8.0 Adopted FWAs shall not be modified within six (6) months upon implementation.
- 9.0 Collection Districts shall submit their adopted FWAs to Human Resource Management Division and a soft copy to hmd@customs.gov.ph not later than Wednesday, 22 June 2022.
- 10.0 This Memorandum shall be effective starting 27 June 2022 and shall last until revoked.
- 11.0 For strict compliance.