

2018\_05-007

*RF*  
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Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
1099 Manila

MEMORANDUM

FOR : ALL DEPUTY COMMISSIONERS  
ALL DISTRICT COLLECTORS  
ALL ADMINISTRATIVE OFFICERS

FROM : *RF*  
**GLADYS F. ROSALES, MPA, CESE** *RF*  
Chief Of Staff, Office of the Commissioner  
Deputy Commissioner, Internal Administration Group

SUBJECT : **SKELETAL WORKFORCE**

DATE : May 07, 2018

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1. In line with the synchronized "Barangay and Sangguniang Kabataan Elections," President Duterte declares through Proclamation No. 479, **May 14, 2018** as **Special Non-Working Holiday** nationwide.
  2. Relevant to the above, all Collection Districts, Sub-Ports and all other offices rendering frontline services are directed to observe **Skeletal Workforce** on the above mentioned date.
  3. Further, concerned offices, as stated above, shall forward to the Internal Administration Group (IAG), through the Human Resource Management Division (HRMD), the list of personnel assigned to report on the above – mentioned date.
  4. For strict compliance.