

**BUREAU OF CUSTOMS**  
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*hmt*

PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

**MEMORANDUM**

BOC-03-19736

TO : ALL OFFICIALS AND EMPLOYEES

FROM : *By*  
BIENVENIDO Y. RUBIO  
Commissioner

SUBJECT : SUSPENSION OF WORK ON 05 APRIL 2023, 12 O'CLOCK  
IN THE AFTERNOON

DATE : 31 MARCH 2023

APR 04 2023

Pursuant to Memorandum Circular No. 16 dated 31 March 2023 signed by Executive Secretary Lucas P. Bersamin, Office of the President, work in government Offices is hereby suspended effective 12:00 o'clock in the afternoon on 05 April 2023 to properly observe the regular holidays and to allow the government employees to travel to and from the different regions in the country.

Further, all Collection Districts rendering frontline services shall continue with their operations and arrange their respective Skeleton Workforce accordingly.

Skeleton Workforce schedule of concerned Offices/Ports shall be submitted to the Internal Administration Group, copy furnished the Human Resource Management Division ([hcmd@customs.gov.ph](mailto:hcmd@customs.gov.ph)) not later than 5:00 p.m. on 04 April 2023.

For compliance.