



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

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OCOM Memo No. 51-2023
MEMORANDUM

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TO : ALL CONCERNED OFFICIALS AND EMPLOYEES

FROM : BIENVENIDO X. RUBIO
Commissioner
[Signature] JUL 18 2023

SUBJECT : IMPLEMENTATION OF SCHEDULED FLEXIBLE WORK ARRANGEMENTS

DATE : 11 July 2023

1.0 Pursuant to OCOM Memorandum No. 74-2022 re: Interim Guidelines on the Adoption of Flexible Work Arrangements (FWAs) dated 14 June 2022, and OCOM Memorandum No. 127-2022 on the Interim Guidelines on the Adoption of Flexible Work Arrangements for Personnel Under Job Order (JO) and/or Contract of Service (COS) dated 18 October 2022, this Bureau have been observing the prescribed FWA below:

- a. Flexiplace;
- b. Compressed Workweek;
- c. Work shifting; and
- d. Flexitime

2.0 However, in line with the Bureau's efforts to provide optimum service to the transacting public to ensure that all stakeholders are assured of continuous delivery of service, this Bureau **shall no longer** implement the prescribed FWAs on **Flexiplace**¹.

3.0 Relative thereto, all Heads of Offices are hereby directed to observe the prescribed FWA on **Flexitime**² to be implemented in their respective offices while ensuring that all stakeholders are assured of continuous delivery of services, throughout the week, the regular 8-hours work per day shall preferably be in any of the following shifts:

- a. 7:00 AM to 4:00 PM
- b. 8:00 AM to 5:00 PM
- c. 9:00 AM to 6:00 PM

4.0 For offices rendering 24-hour services in the Central Office and Collection Districts, as well as assessment and operations offices in all Collection

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

² **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.



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Districts, the regular 8-hours work per day shall preferably be in any of the following shifts³:

- a. 12:00 Midnight to 9:00 AM
- b. 8:00 AM to 5:00 PM
- c. 9:00 AM to 6:00 PM
- d. 10:00 AM to 7:00 PM
- e. 3:00 PM to 12:00 Midnight

5.0 Further, the regular Monday flag raising ceremony, where employees except those on duty are **required to attend**, shall remain at 7:15 a.m. In case a Monday falls on a holiday, or the flag ceremony could not be held due to work suspension or any other reason, it shall be held on the next working day of the week⁴.

6.0 Moreover, Heads of Offices concerned shall adopt performance standards and timeliness in accordance with RA No. 11032⁵, in consonance with the approved Office/Individual Performance Commitment and Review (OPCR/IPCR) to guide government officials and employees in the performance of their assigned task/s.

7.0 All other issuances inconsistent with this Order are hereby considered repealed, superseded, or modified accordingly.

8.0 This Order shall take effect starting **24 July 2023** and shall remain valid unless otherwise revoked.

9.0 For guidance and strict compliance.

³ Customs Memorandum Order (CMO) No. 10-2021, dated 24 February 2021 with the subject: Amendment and Supplemental Provisions to BOC CMO No. 24-2016 re: Working Hours

⁴ Customs Memorandum Order (CMO) No. 24-2016, dated 19 September 2016 with the subject: Working Hours

⁵ 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.