



BUREAU OF CUSTOMS

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IA G Memo No. 43-2023

MEMORANDUM

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TO : ALL CONCERNED OFFICIALS AND EMPLOYEES
AND PERSONS UNDER CONTRACT OF
SERVICE

FROM : MICHAEL C. FERMIN
Acting Deputy Commissioner
Internal Administration Group

SUBJECT : SUPPLEMENTAL GUIDELINES ON THE
IMPLEMENTATION OF SCHEDULED FLEXIBLE
WORK ARRANGEMENTS

DATE : 07 August 2023

- 1.0 Pursuant to OCOM Memorandum No. 51-2023 with the subject: Implementation of Scheduled Flexible Work Arrangements dated 11 July 2023, all concerned officials and employees, including personnel under Contract of Service (COS), are hereby directed to observe the shifts of the prescribed Flexitime, while ensuring continuous and efficient delivery of public service.
- 2.0 Relative thereto, adopted shifts of personnel concerned shall not be modified within **six (6) months** upon implementation of the same.
- 3.0 Further, Administrative Offices/Units and designated Internal Administration Management System (IAMS) Officers shall ensure that all personnel are enrolled in IAMS and provided with an access to the said system. The same shall also monitor the compliance to the provisions in this Memorandum.
- 4.0 In this regard, all Heads of Offices concerned shall submit the work schedule of personnel under their respective offices **not later than 11 August 2023** to the Human Resource Management Division (HRMD), and a soft copy to hrmd@customs.gov.ph with the subject line: *Scheduled FWAs on Flexitime – (Name of Group or Collection District)*.
- 5.0 For guidance and strict compliance.