



MASTER COPY
ms

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

OCOM Memo No. **03-2025**
MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES
Office of the Commissioner
Port of Manila
Manila International Container Port

FROM : BIENVENIDO Y. RUBIO
Commissioner *[Signature]* **JAN 08 2025**

SUBJECT : SPECIAL NON-WORKING DAY ON 09 JANUARY 2025

DATE : 06 JANUARY 2025

Pursuant to Proclamation No. 766 issued by Executive Secretary Lucas P. Bersamin, Office of the President, all concerned are hereby informed that **09 January 2025 (Thursday) is declared a Special Non-working Day in the City of Manila in celebration of the Feast of the Black Nazarene.**

All Offices and Collection Districts concerned shall continue with their operations, and arrange their respective skeleton workforce accordingly which must be submitted to the Internal Administration Group, copy furnished the Human Resource Management Division (hcmd@customs.gov.ph) not later than 5:00 p.m., 08 January 2025.

For information and compliance.



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | www.customs.gov.ph | boc.cares@customs.gov.ph