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OCOM Memo No. 18-2025

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

03-27496

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MEMORANDUM

TO : ALL BOC MUSLIM OFFICIALS AND EMPLOYEES

FROM : BIENVENIDO Y. RUBIO
Commissioner

SUBJECT : MODIFIED WORK HOURS FOR MUSLIM OFFICIALS AND EMPLOYEES DURING THE HOLY MONTH OF RAMADAN

DATE : 27 February 2025

Pursuant to Presidential Decree (PD) No. 291, series of 1973, as amended by PD No. 322, s. 1973 and CSC Memorandum Circular No. 06-2022, all Muslim officials and employees of the Bureau who will observe fasting during the Holy Month of Ramadan shall adopt the modified work hours in accordance with the following guidelines:

1. The modified work hours from 7:30 A.M. to 3:30 P.M., without noon break, shall only be allowed from March 01, 2025 to March 30, 2025;
2. Only Muslim Officials and employees who will observe fasting during the said period shall be allowed to avail of the modified work hours;
3. There shall be no diminution in the 40-hour week required in compliance with the Civil Service laws, rules and regulations under this modified work hours;
4. After the period of Ramadan, the concerned officials and employees shall automatically revert to the regular work hours.

For information and guidance.



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