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OCOM Memo No. 25-2025

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*

**MEMORANDUM**

**TO : ALL OFFICIALS AND EMPLOYEES CONCERNED**

**FROM : BIENVENIDO Y. RUBIO 5 APR 2025**  
Commissioner

**SUBJECT : WORK ARRANGEMENTS ON 16 APRIL 2025**

**DATE : 15 April 2025**

Pursuant to Memorandum Circular No. 81 dated 14 April 2025 from the Office of the Executive Secretary, Office of the President, **the following arrangements are adopted in government offices on 16 April 2025, Wednesday: (a) work from home from 8:00 in the morning to 12:00 in the afternoon, subject to existing laws, rules and regulations; and (b) suspension of work in government offices from, 12:00 in the afternoon onwards,** in order to provide government employees full opportunity to properly observe Maundy Thursday and Good Friday on 17-18 April 2025, and to allow them to travel to and from the different regions in the country.

Relative thereto, all Offices and Collection Districts rendering frontline services shall continue with their operations and arrange their respective skeleton workforce accordingly. Skeleton Workforce schedule of all concerned Offices/Ports shall be submitted to the Internal Administration Group, copy furnished the Human Resource Management Division ([hrmd@customs.gov.ph](mailto:hrmd@customs.gov.ph)) not later than 5:00 p.m., on even date.

For information and compliance.



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**Office of the President**  
**Malacañang**

**MEMORANDUM CIRCULAR NO. 81**

To provide government employees full opportunity to properly observe Maundy Thursday and Good Friday on 17-18 April 2025, and to allow them to travel to and from the different regions in the country, the following arrangements are hereby adopted in government offices on 16 April 2025: (a) work from home from 8:00 in the morning to 12:00 in the afternoon, subject to existing laws, rules and regulations; and (b) suspension of work in government offices, from 12:00 in the afternoon onwards.

However, agencies whose functions involve the delivery of basic and health services, preparedness/response to disasters and calamities, and/or the performance of other vital services shall continue with their operations under usual working arrangements and render the necessary services.

The adoption of work from home and suspension of work for private companies and offices is left to the discretion of their respective employers.

This Circular shall take effect immediately.

By authority of the President:

  
LUCAS P. BERSAMIN  
Executive Secretary

Manila, 14 April 2025

