

**REVENUE MEMORANDUM CIRCULAR NO. 10-2002** issued on March 27, 2002 prescribes the guidelines in the implementation of Administrative Order No. 32 which provides for adjusted official working hours for the months of April and May 2002.

Revenue officials and employees shall work for ten hours (7:00 a.m. to 6:00 p.m. or 8:00 a.m. to 7:00 p.m.) either from Monday to Thursday or Tuesday to Friday. All heads of offices are required to report to work every Mondays.

Any official or employee who would like to be exempted from the said prescribed schedules, and would like to continue observing the regular 8:00 a.m. to 5:00 p.m. Monday to Friday schedule, must submit a written justification to his head of office for such exemption.