



MEMORANDUM NO. 017-2025

**TO : ALL TOBACCO IMPORTERS/EXPORTERS/TRANSSHIPPERS
AND OTHERS CONCERNED**

**SUBJECT : ADOPTION OF COMPRESSED WORKWEEK ARRANGEMENT
IN THE NTA CENTRAL OFFICE-QUEZON CITY**

DATE : 31 JANUARY 2025

Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 06, s. 2022, dated 06 June 2022, with the subject: "Policies on Flexible Work Arrangement (FWA) in the Government", the NTA has adopted a compressed workweek arrangement for the NTA Central Office-Quezon City, with new working hours from 7:00AM to 7:00PM, from Mondays thru Thursdays, effective 01 February 2025. Hence, the NTA Central Office-Quezon City shall be closed on Fridays, Saturdays, Sundays and Regular or Non-Working Special Holidays.

You are therefore advised to transact your business with the NTA Central Office-Quezon City only during the compressed workweek as aforementioned.

For your information and guidance.

BELINDA S. SANCHEZ, CPA

Administrator and Chief Executive Officer

(posted in NTA Website www.nta.da.gov.ph)

