



MC No. 01 series 1994

**MEMORANDUM CIRCULAR**

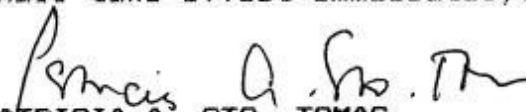
**TO:** ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS

**SUBJECT:** Amendment to Section 1, Rule XVIII of the Omnibus Rules Implementing Book V of the 1987 Administrative Code.

Section 1 of Rule XVII, Omnibus Rules Implementing Book V of the 1987 Administrative Code shall read as follows:

"It shall be the duty of each head of department or agency to require all officers and employees under him to strictly observe the prescribed office hours. When the head of office, in the exercise of his discretion allows government officials and employees to leave the office during office hours and not for official business, but to attend socials/events/functions and/or wakes/interments, the same shall be reflected in their time cards and charged to their leave credits.

This Memorandum Circular shall take effect immediately.

  
PATRICIA A. STO. TOMAS  
Chairman

January 6, 1994

ola/nlv/da/mdr52