



Office for Legal Affairs

MC NO. 21, S. 1991

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL/LOCAL GOVERNMENTS INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS.

SUBJECT : POLICY ON GOVERNMENT WORKING HOURS FOR GOVERNMENT OFFICIALS AND EMPLOYEES.

It has been observed that there have been numerous requests from different government agencies/offices for the rescheduling of working hours of its employees as well as on other matters relative thereto.

The Civil Service Commission, being the central personnel agency of the government, in order to establish a uniform application and proper observance of the schedule of working hours in all government offices for the convenience of the public, and pursuant to CSC Resolution No. 91-677 dated June 4, 1991, 1991 hereby adopts the following policies in connection therewith:

A. Forty-Hour Work Week:

1. All government officials and employees are required to render eight (8) working hours a day for five working days a week or a total of forty (40) hours a week, exclusive of time for lunch.

2. The normal working hours of government officials and employees shall be from, viz:

8:00 a.m. - 12.00 a.m.

1:00 p.m. - 5:00 p.m.

3. In the exigency of the service, or when necessary by the nature of the work of a particular agency and upon representations with the Commission by the Department heads concerned, requests for the rescheduling or shifting of work schedule of a particular agency for a number of working days lesser than the required five (5) days may be allowed provided that government officials and employees render a total of forty hours a week and provided further that the public is assured of core working hours of eight in the morning to five in the afternoon continuously for the duration of the entire work week.

B. Flexible Working Hours

1. In no case shall the working hours be reduced in the event officials and employees elect to adopt flexi-time in reporting for work, in which case, CSC MC No. 14, s. 1989 (Adoption of Flexible Working Hours in the Government Service) shall be strictly complied with.

C. Use of Bundy Clock and Other Record of Attendance

1. All officers and employees shall record their daily attendance on the proper form or, whenever possible, have them registered on the bundy clock. Any other means of recording attendance may be allowed provided their respective names and signatures as well as the time of their actual arrival to and departure from office are indicated, subject to verification. This shall

include those serving in the field, that is, outside the office proper, and those on the water or service rendered on board a vessel as the usual place of work. The Record of Attendance which shall be kept in a conspicuous place, shall be in the custody of a responsible officer who shall monitor the arrival, departure of officials and employees.

2. All other officials including presidential appointees who are not required to use the bundy clock shall hereinafter record their attendance in the manner prescribed by the Office and their absences shall be covered with the requisite leave of absence.

D. Overtime Services

1. When the interest of public service so requires, the daily hours of work for officers and employees may be extended by the head of the agency concerned, which extension shall be fixed in accordance with the nature of work. They may also be requested to render overtime work which shall be paid except when rendered in the exigency of the service or when service requires them to work urgently, subject to existing regulations.

2. Off-setting of tardiness or absences by working the equivalent number of minutes or hours by which an officer or employee has been tardy beyond the regular or approved working hours of the employees concerned shall not be allowed.

E. Undertime

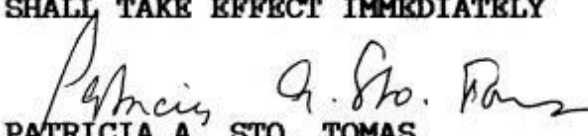
Any employee who incurs undertimes regardless of the number of minutes/hours, ten (10) times a month in a semester or at least two (2)

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consecutive months during the year shall
be subject to administrative sanctions
prescribed under CSC MC No. 04, s. 1991
(*Policy on Absenteeism and Tardiness*).

THIS MEMORANDUM CIRCULAR SHALL TAKE EFFECT IMMEDIATELY


PATRICIA A. STO. TOMAS
Chairman

June 4, 1991

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