MEMORANDUM TO ALL POEA OFFICIALS AND EMPLOYEES

RE: WORKING HOURS AND “NO NOONBREAK” POLICY

DATE: 17 August 1998

In line with our thrust to provide an efficient and effective delivery of service to POEA publics, the following guidelines/office policies on working hours and observance of No Noon Break policy, are hereby enforced:

1. Frontline units must have ample staff to complete the cycle of document processing/transaction (e.g. receiving, evaluation & approval) at any given work shift;

2. Frontline units must have complete staff, as much as practicable during office core hours which are from 8:00 am to 10:00 a.m. and from 2:00 p.m. to 4:00 p.m.;

3. Frontline units must observe the “No Noon Break” policy where at least one employee is available from 12:00 noon to 1:30 p.m. to receive documents/payments and answer clients’ queries. With or without clients, one counter or window must be kept open.

4. Employees assigned to man the 12:00 noon to 1:30 shift may be rotated daily or monthly, depending on the arrangement of each unit/division. As such, lunch break for these personnel is at 11:00 in the morning regardless of work shift. All Frontline personnel must be given opportunity to experience the 12:00 noon – 1:30 pm work shift.

5. Below is the schedule of work shifts.

7:00 am – 4:00 pm
8:00 am – 5:00 pm
9:00 am – 6:00 pm
10:00 am – 7:00 pm
6. Flexible working hours are still allowed except that availment is limited to a maximum of ten times in a month. The policy on habitual tardiness and absenteeism shall be enforced strictly.

7. Only two work shifts are allowed every Monday which are from 7:00 am to 4:00 pm and 8:00 am to 5:00 pm. Flexible working hour is suspended every Monday. As such, employees who report beyond 8:00 in the morning, shall have corresponding deductions from their leave credit balances and/or shall be considered tardy, whichever is applicable.

8. Record of daily time reports shall be generated from the current DTR system only. Entries of time in and time out reflected in the logbook of the security guard and/or unit logbook shall not be honored except for very reasonable grounds. Handwritten entries in the DTR shall not be honored except for reason of computer failure/DTR system failure.

9. Duly signed Official Business slips must be submitted to HRDD prior to said OB and/or immediately upon report to work. Otherwise, employees with no DTR entry shall be deemed absent.

10. Lost ID card must be reported to HRDD within 24 hours. Otherwise, the employee shall be held responsible for not declaring the loss immediately.

11. Employees are reminded that if they absent themselves from work before approval of their application, such application shall be disapproved outright by their immediate superior except application for Sick Leave which must be a medical certificate duly validated by the POEA resident physician if sick leave is more than five (5) days.

All unit heads must ensure that their respective staff are well informed of the above policies. Work shifts of all units, including staff units must be submitted to HRDD not later than 26 August 1998 including the list of their personnel assigned to man the 12:00 noon to 1:30 work shift for the period September 1 to December 30, 1998.

For strict compliance.

REYNALDO A. REGALADO
Administrator