MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES

SUBJECT : OBSERVANCE OF OFFICIAL WORK SCHEDULE

DATE : 01 December 2010

In view of the nature of operations and demands of clients in this Office, all officials and employees are hereby reminded to adhere to the existing policy on attendance and work schedule prescribed as follows:

1. Employees, particularly those assigned in the operating units must be in their designated working areas during the core working hours, which is from 8:00 am to 5:00 pm.

2. The one-hour lunch break from 12:00 noon to 1:00 pm must be strictly observed by all employees, regardless of their flexitime work schedule.

3. A “No Noon Break Policy” must be observed in all operating units rendering frontline services by designated Officer-of-the-Day to attend to clients during lunch break.

4. Directors, Division Chiefs, including the Officers in Charge, must properly monitor the attendance of their staff in their respective Units/Divisions/Branches and ensure that their schedules are responsive to the nature of their service and demands of their clients.

For strict compliance.

JENNIFER JARDIN-MANALILI
Administrator