MEMORANDUM ORDER NO. 07
Series of 2002

In the interest of the service and to implement Administrative Order No. 32 issued by the Office of the President on March 18, 2002, "Providing for Adjusted Official Working Hours in all Departments, Bureaus, Offices and other Agencies under the Executive Branch of the Government during the Months of April and May 2002", the following guidelines are hereby adopted for all DOLE Offices including Attached Agencies:

I. All offices shall observe a five-day workweek, which shall be from Monday to Friday. However, instead of working for five days a week, employees may opt to have a four-day workweek provided they report to work for four consecutive days each week, either from Monday to Thursday or from Tuesday to Friday:

II. Employees who opt to maintain a five-day workweek shall be governed by the existing rules and reporting schedules.

III. Employees who opt for a four-day workweek shall be governed by the following:

1. Employees shall choose their workweek and may take either Monday or Friday as their additional day-off.

   The choice shall be subject to the following conditions which shall be enforced by the heads of offices:

   a) Employees must render not less than ten hours of work a day exclusive of meal periods;

   b) At least fifty percent (50%) of the total employees in a unit or division shall report for work on Mondays and the remaining 50% on Fridays; and

   c) A workforce representative of all position levels in the unit or division shall be maintained. Accordingly, chiefs of units or divisions and their next-in-rank shall not be allowed to take a day-off on the same day.

2. The regular working hours shall start at 7:00 a.m. and end at 6:00 p.m.; 8:00 a.m. to 7:00 p.m.; and 9:00 a.m. to 8:00 p.m.

3. Flexiwork hours shall apply only to employees with 8:00 a.m. workshift.
4. Employees who render overtime services shall be allowed to render such services after working for ten hours. However, in no case shall such services be rendered beyond 9:00 p.m. subject to the implementing guidelines set by the Department of Budget and Management.

5. Employees who report for work beyond 9:00 a.m. shall be considered tardy. Those who do not complete ten hours in one workday shall be considered undertime. Off-setting of tardiness or undertime shall not be allowed.

6. The official lunch break shall be maintained at 12:00 noon to 1:00 p.m. regardless of the time the employee reported for work.

7. One day absence shall be considered as a ten-day hour absence. It shall be deducted proportionately from the employee’s leave credits.

8. For purposes of computing a half-day absence, an employee who reports for work or leaves the office between 12:00 noon to 1:00 p.m. shall be considered on half-day.

9. A head of office, service, bureau, regional office or attached agencies may likewise take a day-off either on Monday or Friday, in which case, he or she shall recommend an officer-in-charge to take over. However, considering the exigencies of the service, he or she is considered to be on-call during his or her day-off.

10. The scheduled day-off of drivers shall be synchronized with that of their respective heads of offices.

11. For monitoring purposes, office heads shall submit the fixed schedules of the employees’ days-off not later than March 26, 2002 to the HRDD.

This Special Order be effective from April 1 until May 31, 2002, unless otherwise revoked. Should any of the provisions of this Order be inconsistent with subsequent issuances of the DBM or the Office of the President, the later issuances shall prevail and this Order shall be deemed amended accordingly.

ROSALINDA DIMAPIES-BALDOZ
Administrator

March 25, 2002

/4-day workweek.1