MEMORANDUM ORDER NO. 7
Series of 2003

SUBJECT: FLEXI-TIME SCHEDULE

Pursuant to POEA Memorandum dated 20 February 2001, specifically item IX - Work Schedule which is in consonance with CSC Resolution No. 000122 dated 18 January 2000, the guidelines for the implementation of the flexi-time schedule are hereby modified as follows:

I. BASIC POLICIES

1. The flexi-time schedule shall be based on the nature of service and demands of the clients of the office. It is not a matter of personal choice.

2. An employee must render at least eight (8) hours of work daily or a total of forty (40) hours per week.

3. Office Heads shall arrange the work schedule of their employees availing of flexi-time schedule provided that employees comply with the forty (40) work hours/week requirement and provided further that flexi-time schedules do not in any way hamper smooth office operations.

4. Employees who are working on shifts (e.g. those assigned at the Information Center and at the Labor Assistance Center) are not covered by this modified flexi-time schedule.

5. Flexi-time schedule shall not apply on Mondays, wherein work schedule for all employees, except those already adopting the 7:00 a.m. to 4:00 p.m. work schedule, shall be 8:00 a.m. - 5:00 p.m. Hence, officials and employees who shall report beyond 8:00 a.m. on Mondays shall incur tardiness.
II. PROCEDURAL GUIDELINES

1. To ensure continuous and efficient service to the public, the following flexi-time schedule shall be adopted:

<table>
<thead>
<tr>
<th>TIME IN (Between)</th>
<th>TIME OUT (Between)</th>
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<tbody>
<tr>
<td>(Applicable on Tuesdays to Fridays)</td>
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<tr>
<td>a) 7:00 to 7:30 a.m.</td>
<td>4:00 to 4:30 p.m.</td>
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<tr>
<td>b) 7:30 to 8:00 a.m.</td>
<td>4:30 to 5:00 p.m.</td>
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<tr>
<td>c) 8:00 to 8:30 a.m.</td>
<td>5:00 to 5:30 p.m.</td>
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<tr>
<td>d) 8:30 to 9:00 a.m.</td>
<td>5:30 to 6:00 p.m.</td>
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<tr>
<td>e) 9:00 to 9:15 a.m.</td>
<td>6:00 to 6:15 p.m.</td>
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</tbody>
</table>

Division Chiefs/Supervisors must see to it that their employees' work schedule are responsive to the nature of their service and demands of their clients.

2. In application, an employee adopting schedule (a) is required to report for work between 7:00 to 7:30 a.m. without being late and may go home between 4:00 to 4:30 p.m. without being undertime. Such schedule and all the rest of the shifts, except schedule (e) allow thirty (30) minutes flexi-time period.

3. The employee may choose only one (1) of the above schedules which will be his/her fixed flexi-time schedule as approved by his/her supervisor.

4. The Division Chiefs must submit the flexi-time schedule of their Division duly approved by their respective next higher Supervisor to the HRDD on or before 24 October 2003.

III. SANCTIONS

Any violation of this Order shall constitute the offense of Violation of Reasonable Office Rules and Regulations, punishable with reprimand on the first offense, suspension for one (1) day to thirty (30) days of the second offense and dismissal of the third offense per CSC MC. No. 5, series of 1997.

IV. EFFECTIVITY

Previous issuances inconsistent with this Order are hereby superseded. This Order shall be effective on 03 November 2003.

Mandaluyong City, 16 October 2003.

ROSALINDA DIMAPILIS-BALDOZ
Administrator