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Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Manila

June 27, 1989

DECS O R D E R
No. 58, s. 1989

ADOPTION OF FLEXIBLE WORKING HOURS IN THE DECS

To: Undersecretaries
Assistant Secretaries
Bureau Directors/Cultural Agency Directors
Regional Directors
Schools Superintendents
Chiefs of Services and Heads of Centers/Units
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. Attached is a copy of Memorandum Circular No. 14, s. 1989 of the Civil Service Commission prescribing the adoption of flexible working hours for all officials and employees in the government service.

2. In line with conditions set forth in the said memorandum circular, the following additional guidelines are hereby issued:

a. Bureaus and offices in the DECS Central Office shall adopt any of the time schedules indicated below for their respective employees:

- (1) 7:00 a.m. to 12:00 noon and 1:00 to 4:00 p.m.
- (2) 8:00 a.m. to 12:00 noon and 1:00 to 5:00 p.m.
- (3) 9:00 a.m. to 12:00 noon and 1:00 to 6:00 p.m.

For effective supervision of personnel, regular working hours beyond 6:00 p.m. is not encouraged.

b. Offices with frontline services shall maintain a service staff who shall transact business between 12:00 and 1:00 o'clock noon in order to provide continuous services to the public without interruption or delay. The lunch break of the service staff shall be scheduled between 11:00 and 12:00 noon or 1:00 and 2:00 p.m. accordingly.

c. The time schedule shall be approved by the Undersecretary in charge of the office or bureau.

3. Regional offices, division offices, district offices, cultural agency and state colleges and universities may adopt the time schedule prescribed for the DECS Central Office or they may adopt their own time schedules convenient for their respective personnel, subject to the conditions prescribed in the said memorandum circular. Regional and cultural agency directors and presidents of state colleges/universities are authorized to approve the time schedule of their respective personnel.

4. These work schedules shall not apply to teachers on the teacher's leave basis and personnel rendering security services, and such other personnel who, by the nature of their function, shall follow other prescribed working hours.

5. The list of officials and employees in each shift shall be furnished the office in charge of personnel for purposes of control and record and a copy of the list posted in a conspicuous area in their respective offices for the guidance of the transacting public. The attached form for Time Schedule of Employees may be used as guide for this purpose.

6. A report of the time schedule adopted by each bureau/office should be submitted to this Office.

7. This Order takes effect immediately. Compliance is requested.

(SGD.) LOURDES R. QUISUMBING
Secretary

Incl.:
As stated

Reference:
Office Order dated April 17, 1989

Allotment: 1-2-3--(M.O. 1-87)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS & OFFICES
OFFICIALS
EMPLOYEES
SERVICE

(Inclosure to DECS Order No. 58, s. 1989)

Republic of the Philippines
CIVIL SERVICE COMMISSION
(Komisyon ng Serbisyo Sibil)
Quezon City

MC # 14, s. 1989

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF NATIONAL AND LOCAL GOVERNMENTS, STATE COLLEGES AND UNIVERSITIES, INCLUDING GOVERNMENT OWNED AND CONTROLLED CORPORATIONS

SUBJECT : Adoption of Flexible Working Hours in the Government Service

Pursuant to Resolution No. 89-256 dated April 21, 1989 the Civil Service Commission hereby prescribes the adoption of Flexible Working Hours for all officials and employees in the government service, subject to the following conditions:

- 1) Heads of departments, offices and agencies shall have the authority to approve office working hours, provided that in such working hours officials and employees shall render not less than eight hours a day for five days a week for a total of forty hours.
- 2) The flexible working hours shall not start earlier than 7:00 o'clock in the morning and end later than 7:00 o'clock in the evening, hence the public is still assured of the core working hours of eight o'clock in the morning to five o'clock in the afternoon.
- 3) The public must be assured of a continuous service during the period of 12:00 noon to 1:00 o'clock in the afternoon.
- 4) The Flexible Working Hours adopted by the official or employees shall thereafter be his regular working hours which cannot be occasionally or periodically changed at his convenience.
- 5) In the exigency of the service, working days may also be altered to include Saturdays and Sundays, provided that employees who work on such days may choose a compensatory days-off during the weekdays, provided that the Saturday and Sunday are regular workdays and not cases of overtime.

Such working day may be applicable to offices with frontline services such as Consular offices abroad, Bureau of Internal Revenue, Bureau of Customs, Social Security System, Government Service Insurance System, and other offices that issue licenses, permits, clearances, or which process documents needed to access to other services.

- 6) A report of flexible working hours adopted by the department, office or agency shall be submitted to the Civil Service Commission within thirty (30) days of its implementation.
- 7) Habitual absenteeism and tardiness shall hereafter be considered as grave offenses.

All Circulars, issuances inconsistent with this Memorandum Circular are deemed superceded.

This Circular shall take effect immediately.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

A true copy

