

Republic of the Philippines  
Department of Education, Culture and Sports  
UL Complex, Pasig, Metro Manila

February 14, 1994

DECS O R D E R  
No. 6, s. 1994

AMENDMENT TO SECTION 1, RULE XVIII OF THE OMNIBUS RULES  
IMPLEMENTING BOOK V OF THE 1987 ADMINISTRATIVE CODE

To: Undersecretaries and Assistant Secretaries  
Bureau/Cultural Agency Directors  
Directors of Services/Centers and Heads of Units  
Regional Directors and Schools Superintendents  
Heads of Chartered State Colleges and Universities  
Heads of Community Colleges and Universities  
and Vocational Schools  
Chiefs of Divisions


1. For the information and guidance of all concerned, reproduced hereunder is Memorandum Circular No. 1, s. 1994 of the Civil Service Commission:

"Section 1 of Rule XVIII, Omnibus Rules Implementing Book V of the 1987 Administrative Code shall read as follows:

✓ "It shall be the duty of each head of department or agency to require all officers and employees under him to strictly observe the prescribed office hours. When the head of office, in the exercise of his discretion, allows government officials and employees to leave the office during office hours and not for official business but to attend socials/events/functions and/or wakes/interments, the same shall be reflected in their time cards and charged to their leave credits.

"This Memorandum Circular shall take effect immediately."

2. Immediate dissemination of and strict compliance with this Order is directed.

  
ARMAND V. FABELLA  
Secretary

Reference: N o n e  
Allotment: 1-2-3-4--(M.O. 1-87)  
To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS & OFFICES ✓  
EMPLOYEES ✓  
OFFICIALS ✓  
RULES & REGULATIONS ✓