



Public Sector Labor-Management Council

Civil Service Commission Central Office Building
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GUIDELINES ON THE USE OF TIME-OFF BY PUBLIC SECTOR EMPLOYEES' ORGANIZATIONS

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Number: 3, s. 2022

Promulgated: MAY 13, 2022

RESOLUTION

WHEREAS, Section 2, I. of Executive Order No. 180 (EO No. 180) provides that all government employees can form, join or assist organizations of their own choosing or join, merge with appropriate government authorities, labor-management committees, work councils and other forms of workers' participation schemes for the furtherance and protection of their interests;

WHEREAS, Section 1 (n), Rule III of the Implementing Rules and Regulations of Executive Order No. 180 (IRR of EO No. 180) provides that an Employees' Organization (EO) and its officers are obliged to educate the members on the provisions of its constitution and by-laws, CNA, and all their rights and obligations under existing laws, rules and regulations and to collect a reasonable amount to finance various relevant public sector unionism activities i.e. seminars;

WHEREAS, Section 15. VII of Executive Order No. 180 (EO No. 180) provides that the Public Sector Labor-Management Council (PSLMC) composed of five (5) Agencies as its Council Members shall implement and administer the provisions of this Executive Order, thus, obliged to promulgate the necessary rules and regulations to implement the same;

WHEREFORE, in support of the Employee Organizations (EO), in the performance of duties and obligations of its officers and members stipulated in Section 1 (n), Rule III of the IRR of EO No. 180, the Council issues the following guidelines on Union Time-off:

1. Time-off is a reasonable time away from work granted by the management to an employee who is a member or an officer of a registered employees' organization to attend, on official time, to trainings or other related activities of the organization;
2. The grant of time-off shall be negotiated and incorporated in the Collective Negotiation Agreement (CNA) including the frequency and the manner of availment; and

3. The applications for time-off must be filed at least three (3) working days before the EO conducts the desired meeting or assembly or prior to attendance to any related activities.

RESOLVED FURTHER, that in case of conflict between the interest of the agency and the Employees' Organization (EO), paramount consideration should be given in favor of public service delivery. Hence, the performance of duties as a government employee must prevail over and above an employee's role as a member or officer of an EO.

This Resolution shall take effect fifteen (15) days from date of its publication in the Official Gazette or in a newspaper of general circulation.

Quezon City.



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Attested by:



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