



Government Office Hours

1. Working Hours Schedule
2. Tracking or Monitoring System
3. Offenses/Violations

Legal Basis

- Omnibus Rules Implementing Book V of EO 292 (Administrative Code of 1987)
- Memorandum Circulars

Section 5.

- Officers and employees of all departments and agencies except those covered by special laws shall render not less than eight hours of work a day for five days a week or a total of forty hours a week, exclusive of time for lunch.

Section 5 *(Cont.)*

- As a general rule, such hours shall be from eight o'clock in the morning to twelve o'clock noon and from one o'clock to five o'clock in the afternoon on all days except Saturdays, Sundays and Holidays.

- **General Rule**

8:00 AM – 12:00 NN

1:00 PM – 5:00 PM

Monday to Friday, not less than 8 hours a day,
forty hours a week

- **Exemption**

Flexitime

CSC Resolution No. 93-924, Lesaca, Bernadette M.

- The time spent for lunch/meal is excluded from working hours required of government officials and employees. The reason for this is to give each employee time to eat and enable him to work anew in the afternoon with equal vigor and enthusiasm. For those working in the night shifts, a period of time for meal breaks shorter than 1 hour is allowable.

Section 6.

- Flexible working schedule may be allowed subject to the discretion of the head of department or agency. In no case shall the weekly working hours be reduced in the event the department or agency adopts the flexi-time schedule in reporting for work.

8:00	12:00	1:00	5:00
7:00	11:00	12:00	4:00
8:30	12:00	1:00	5:30

Kinds of Flexible Working Schedule

1. Fixed Flexitime
2. Full Flexitime

CSC Res. 000970 dtd 4/7/2000

Yadao-Guno, Carmencita



“If an office adopts the flexible time, then an employee who reports for work late, must off-set the same with the corresponding length of time he was late before leaving the office. Should said employee fail to off-set the length of time he was late in reporting for work, then he may be considered to have incurred tardiness.”

Yadao-Guno (Cont.)

“The foregoing situation is premised on condition, however that said employee reported for work after the regular working hours but before the core hours set by the head of agency. xxx An employee who reports for work after the start of the core working hours shall be considered tardy.”

Grace Period:

Mercado, Emelita V.

CSC Res No. 01-0236 dated 01/24/2001

“Hence, unless an office is allowed flexible working hours by the Commission, the head of office cannot adopt a policy that would give its employees a 15 minute grace period reckoned from the start of the working day before they are considered as tardy.”

CSC Res. 020975

Mantilla, Chona

“Undertime, tardiness or deficiency in completing the required 8 hours a day or 40 hours a week (for those observing flexitime schedule) shall be deducted from the vacation leave credits or the salary of the employee if the vacation leave credits has been exhausted.”

Section 7.

In the exigency of the service, or when necessary by the nature of the work of a particular agency and upon representations with the Commission by the department heads concerned, requests for the rescheduling or shifting of work schedule of a particular agency for a number of working days less than the required five days may be

Section 7 (Cont.)

allowed provided that government officials and employees render a total of forty hours a week and provided further that the public is assured of core working hours of eight in the morning to five in the afternoon continuously for the duration of the entire workweek.

CSC Res. 94-4645

Zorilla, Felix

- Request for the approval of a 4-day work week is allowed provided it is made by the agency head and it is done to ensure that within a particular agency, there is uniformity in the enforcement of rules and regulations.

Section 9.

- Off-setting of tardiness or absences by working for an equivalent number of minutes or hours by which an officer or employee has been tardy or absent, beyond the regular or approved working hours of the employees concerned, shall not be allowed.

Section 10.

- When the interest of the public so requires, the daily hours of work for officers and employees may be extended by the head of the agency concerned, which extension shall be fixed in accordance with the nature of the work. Provided, that work in excess of 8 hours must be properly compensated.

CSC Res. 93-4066

Garcia, et. al

- Security Guards are entitled to be paid for services rendered beyond 8 hours a day, subject to the availability of funds.
- RA 1880 prescribes a 40-hour work week for government employees. It does not distinguish as to officials or employees are entitled to overtime pay. All that it covers is the hours of work and not compensation for overtime services.

Section 2.

- Each head of department or agency shall require a daily record of attendance of all officials and employees under him including those serving in the field or on the water, to be kept on the proper form and, whenever possible, registered on the bundy clock.

Section 2 *(Cont.)*

- Service “in the field” shall refer to service rendered outside the office proper and service “on the water” shall refer to service rendered on board a vessel which is the usual place of work.

Section 3.

- Chiefs and Assistant Chiefs of agencies who are appointed by the President, officers who rank higher than these chiefs and assistant chiefs in the three branches of the government, and other presidential appointees need not punch in the Bundy clock, but attendance and all absences of such officers must be recorded.

CSC MC No. 21, series of 1991

“xxx. Any other means of recording attendance may be allowed provided their respective names and signatures as well as, the time of their actual arrival to and departure from office are indicated, subject to verification. xxx.”

CSC Res. 981540 dtd 6/17/98 Lambonao, Leonardo L.



Exemption from punching in the bundy clock during lunch break.

“when the reasonableness and practicability so dictate, the office may adopt such other means other than the usual mode of punching in a time card, to register the attendance of an employee as long as these are kept in the proper form. Hence, he should be allowed to use other means of recording his attendance e.g. logbook in noting his “in” and “out” during lunch break.”

Section 194, GAAM

- “Rendition of service being paid. The service must be actual and according to prescribed office or work hours, recorded on a time record, certified correct by the employee, and approved by his immediate superior.”

CSC MC No. 1, series of 1994

- “xxx. When the head of office, in the exercise of 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.

CSC MC No. 45, series of 1993

“XXX.

2. Sanggunian Secretaries and Department Heads in Local Government Units are enjoined to strictly observe and comply with their prescribed office hours. They are likewise required to record their daily attendance in appropriate manner allowed by the Civil Service Rules and Regulations.”

Section 4.

- Falsification or irregularities in the keeping of time records will render the guilty officer or employee administratively liable without prejudice to criminal prosecution as the circumstances warrant.

CSC Resolution No. 040561

Re: Contradicting entries in Logbook and DTR

“Based on the records and pieces of evidence submitted, the Commission does not find substantial evidence to find B guilty of Dishonesty. Malice on the part of B in reflecting in the DTR that she was present on the 29th of August 2000 was not established. To show that she was on official business on the date in question, she presented a certification from a certain Lopez of the LBP that there was indeed a bank transaction negotiated by B on August 30, 2000.

The Affidavit of former Mayor H.S., though belatedly presented which indeed is not a newly discovered evidence as correctly ruled by CSC RO8, would show that she was actually allowed by the Mayor to be on official time on August 29, 2000. However, this does not necessarily mean that B is totally exculpated from liability. She did not reflect true entries in her DTR on August 29, 2000 particularly the fact that she was on official visit.”

CSC Res. No. 96-1679

“The act of respondent may be considered irregular but the same would not constitute the offense of Falsification of Public Document since there is no showing that there was malice. However, said practice cannot be tolerated for it leads to the recording of wrong information about the official time records and other documents. Panganiban, therefore, should be held liable for violation of Office Rules and Regulation.”

Beso, Nida

“A DTR is not a mere document. It is impressed with official character, since it is a record of an employee’s attendance and its preparation finds sanction under existing civil service law and rules (Beradio v. CA 103 SCRA 567). This being the case, its entries are deemed prima facie evidence of the facts therein stated, in line with the rule enunciated in the case of US v. Que Ping (40 Phil 17), that entries in public records made by a public officer in the performance of his duty are prima facie proof of the facts expressed therein. While not conclusive, clear and convincing evidence is still needed to defeat its recital of facts.

Section 8.

- Officers and employees who have incurred tardiness regardless of the number of minutes per day ten times a month for two months in a semester or two consecutive months in a year shall be subject to disciplinary action.

MC No. 34, series of 1998

Amendment of Section 8, Rule XVII of the Omnibus Rules Implementing Book V of EO 292 (Administrative Code of 1987)

- *Officers and employees who have incurred tardiness and undertime, regardless of the number of minutes per day, ten (10) times a month for at least two (2) consecutive months during the year or for at least two (2) months in a semester shall be subject to disciplinary action.*

Section 1.

- 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.

CSC MC No. 23, series of 1998

- **Habitual Tardiness**

- Any employee shall be considered habitually tardy if he incurs tardiness, regardless of the number of minutes, ten times a month for at least two months in a semester or at least two consecutive months in a year.

Jan	Feb	Mar	Apr	May	June
10	9	8	11	5	12
July	Aug	Sept	Oct	Nov	Dec
11	4	6	8	8	9

Jan	Feb	Mar	Apr	May	June
8	8	8	9	6	5
July	Aug	Sept	Oct	Nov	Dec
6	15	11	2	3	9

- **Habitual Absenteeism**

- An officer or employee in the civil service shall be considered habitually absent if he incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credit under the leave law for at least three (3) months in a semester or at least three (3) consecutive months during the year.

Jan	Feb	Mar	Apr	May	June
3	1	2	3	1	1
July	Aug	Sept	Oct	Nov	Dec
1	1	2	3	3	2

Jan	Feb	Mar	Apr	May	June
3	1	2	1	1	3
July	Aug	Sept	Oct	Nov	Dec
4	5	1	2	1	2

- **Loafing** – an employee is guilty of loafing if he/she incurs frequent unauthorized absences from duty during office hours.

CSC Memorandum Circular No. 17, s. 2010

(Policy on Half-day Absence)

- Any officer or employee who is absent in the morning is considered to be tardy and is subject to the provisions on Habitual Tardiness; and
- Any officer or employee who is absent in the afternoon is considered to have incurred undertime; subject to the provisions on undertime.

CSC MC No. 16, s. 2010 Penalties

- Any officer or employee who incurs undertime, regardless of the number of minutes/hours, **ten times a month for at least two months in a semester** shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service, as the case may be; and
- Any officer or employee who incurs undertime, regardless of the number of minutes/hours, **ten times a month for at least two consecutive months during the year** shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service, as the case may be.

THANK YOU

