

DENR Memorandum Circular
No. 96-08
November 04, 1996

SUBJECT : Amendment of the Flexi-Time Work Schedule at the DENR Central Office

Pursuant to Section 6, Rule 17, of the Omnibus Rules implementing Book V of Executive Order 292, the CSC MC NO. 14, series of 199, and consistent with the program thrust of this Department to promote the welfare and development of human resources as a tool to improve productivity and service to the public; the following guidelines are hereby adopted for the implementation of the Flexi-time Working Schedule, hereinafter referred to as Flexi-time.

Sec. 1 Scope. The Flexi-time covers all rank-and-file employees up to Division Chief level irrespective of their employment status (Permanent, Temporary, Contractual and Casual).

Sec. 2 Regular Working Hours. The regular working hours shall be from 8:00 am - 12:00 am and 1:00 pm - 5:00 pm. Employees are required as much as possible to observe the regular working hours.

Sec. 3 Flexi-time Working Schedule. Notwithstanding the provisions of the next preceding Section, an employee may avail of the flexi-time herein prescribed, which commences at 7:00 am and closes at 6:00 pm of the same day.

3.1 The flexible time within which an employee may report to work shall be between 7:00 am and 9:00 am. He or she shall render at least eight-hour services within the day exclusive of the one-

hour break. Any employee who renders services for less than eight hours a day shall be considered undertime.

- 3.2 Any reporting time of an employee earlier than 7:00 am shall not be counter in determining the number of hours he/she rendered services. On the other hand, if the reporting time of an employee is 9:01 am or later, he/shall automatically be considered tardy.
- 3.3 To ensure a continuous and efficient service, a sufficient number of employees in a Division or organizational unit shall be required to be present during the regular working hours prescribed in Section 2. This may be made on a rotation basis, or on some other arrangement as may be devised and agreed upon by the Division Chief/Supervisor and the employee concerned.

Sec. 4 Offsetting of Time. No employee shall be allowed to render overtime services for the purpose of offsetting his/her tardiness or undertime at any given period.

Sec. 5 Extraordinary Circumstances. Under extraordinary circumstances, the Head of Office/Division may require his staff to report for work earlier than 7:00 am. or extend his working hours beyond 6:00 pm. Moreover, and in the interest of the Service, any employee may be required to render services during Saturdays and Sundays with or without overtime compensation.

Sec. 6 Use of Bundy Clock/Log Book. All employees are hereby required to record their daily attendance using the Bundy Clock and the log Book specially provided by their respective offices.

Sec. 7 Validity. If any part of this Circular shall be declared contrary to law or unconstitutional, the other provisions shall remain valid and enforceable.

Sec. 8. Repealing Clause. All Orders inconsistent herewith are hereby amended, modified, and/or repealed accordingly.

Sec. 9. Effectivity. This Circular takes effect immediately.

VICTOR O. RAMOS
Secretary