

OFFICE OF THE CHANCELLOR

12 January 2012

MEMORANDUM NO. CAS-12-004

TO: All Deans, Directors, Heads of Unit
All Faculty, REPS, and Administrative Staff

SUBJECT: Official Work Hours and Flexible Work Schedules

This Memorandum is being issued to remind everyone about the observance of official work hours and flexible work schedule in the University.

Full-time members of the faculty and employees of the University shall be on duty for a minimum of 40 hours during each week in accordance with a time schedule to be approved by the Chancellor [1].

When the interests of the University service so require, the head of any office may request the proper authorities to extend the daily hours of duty for any or all of the employees under him/her, and may likewise require any or all of them to do overtime work not only on workdays but also on holidays [2].

The official work schedule of non-teaching staff in the University is from 8:00 a.m. to 5:00 p.m. from Monday to Friday [3].

Pursuant to CSC Resolution No. 97-0406 dated 28 January 1997, the flexible work schedule is being observed as part of the internal rules and regulation on attendance on punctuality which will require the employees to incur less absences and tardiness than the frequency allowed under existing CSC rules and regulations [4].

The flexible work hours shall not start earlier than 7:00 a.m. The public shall be assured of the core working hours from 9:30 a.m. to 4:00 p.m. For the duration of the entire workweek (CSC Resolution No. 967356). Five Official Working Hours (OWH) in the University is being observed pursuant to Memorandum dated 16 October 1998 issued by then Vice President for Finance and Administration Josefina Licuanan, as follows:

7:00 a.m. to 4:00 p.m.
7:30 a.m. to 4:30 p.m.
8:00 a.m. to 5:00 p.m.
8:30 p.m. to 5:30 p.m.
9:00 a.m. to 6:00 p.m.

The flexible work schedule adopted by an official or an employee whose work area does not require shifting of schedules must have prior approval of the head of unit and must be reported to the HRDO. The flexible work schedule adopted by an official or employee shall thereafter be his regular working hours, which cannot be occasionally changed at his convenience. An employee shall follow only one Official Working Hour schedule [5].

At the discretion of the head of unit, an employee may be allowed to report for work within a maximum of 15 minutes after the start of his official working hours in the the morning, provided hes/he will offset the number of minutes incurred at the end of the day [6]. The time allowance must be used only in emergency cases and must not be practised habitually [7].

It must be emphasized that the adoption of flexible work schedule should not prejudice the efficient delivery of services as well as usage of utilities [8].

For your information, guidance and strict compliance.


CAESAR A. SALOMA
Chancellor

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- [1] Art. 215 of the Unviersity Code; amended at 828th BOR meeting, December 21, 1972]
 - [2] Art. 217 of the University Code
 - [3] Memorandum No.ERR-03-101 dated 30 September 2003
 - [4] Memorandum dated 16 October 1998 issued by Vice President for Finance and Administration Josefina R. Licuanan
 - [5] Memorandum dated 16 October 1998 issued by Vice President for Finance and Administration Josefina R. Licuanan
 - [6] Memorandum dated 16 October 1998 issued by Vice President for Finance and Administration Josefina R. Licuanan
 - [6] Memorandum dated 16 October 1998 issued by Vice President for Finance and Administration Josefina R. Licuanan
 - [7] Memorandum No.ERR-03-101 dated 30 September 2003
 - [8] Memorandum No.ERR-03-101 dated 30 September 2003