

WHAT EVERY EMPLOYEE SHOULD KNOW:

OFFICE WORKING HOURS

- Official working hours (flexi-time) starts from 7:00 am to 9:30 am and ends from 4:00 pm to 6:30 pm except when there is Flag Ceremony.
- Official working hours to be observed when there is a Flag Ceremony:
 - Flexi-Time for employees who arrived before 8:00 am; and
 - 8:00 am to 5:00pm for employees who arrived at 8:00 am and beyond

USE OF BIOMETRIC BUNDY CLOCK (FINGERSCAN MACHINE)

- All employees are required to register their daily attendance through the biometric bundy clock installed at:
 - 4th Floor - 4 units (2 old & 2 new)
 - 5th Floor - 2 units (1 old & 1 new)
 - 6th Floor - 2 units (1 old & 1 new)
 - 8th Floor - 2 units (1 old & 1 new)
 - 16th Floor - 2 units (1 old & 1 new)
- All employees are required to key-in **four (4) transactions** in the Fingerscan machine: log-in and out in the morning and log-in and out in the afternoon.
- Failure to key-in four times (4) shall be considered as **incomplete transaction** which shall mean either half day, undertime and absent unless supported by a gate pass, travel/mission order, notice of meeting/seminar or sent home order by the Department Physician.

- **Handwritten time entries** in the Daily Time Record will not be considered unless initialled by the concerned supervisor.

EXEMPTION FROM THE USE OF BIOMETRIC BUNDY CLOCKS

- **Presidential Appointees** are exempted from using the biometric bundy clock but their attendance must be recorded and all leaves of absence must be filed. They must submit a monthly **Certification of Service** to the Personnel Division on or before the **7th working day** of the month for record purposes and updating of monthly leave credits.
- **Drivers and Close-In Security Personnel** assigned to Presidential Appointees shall use the mechanical bundy clock/time card. If their supervisors are absent, on leave or on travel (locally or abroad), they shall register their attendance to the biometric bundy clock. Time entries from the computer-generated DTR shall be transferred to the time card for the supervisor's signature.

DAILY TIME RECORD (DTR)

- DTRs are released by the Personnel Division **every 3rd working day** of the month for employee validation and signature.
- The **signatures** of the employee and supervisor signify their assent and/or attestation as to the correctness of time entries.
- Duly validated/signed DTRs **shall be transmitted back** to the Personnel Division by the concerned supervisor **on or before the 7th working day** of the month

- **Late/non-submission of DTR** is a violation of CSC/Office rules and regulations.

USE OF GATE PASS

- Any employees who leaves the office, either for personal or official reasons shall **secure permission** from their supervisor.
- Gate pass must be submitted to the Personnel Division **prior** to the conduct of official business.
- The duration of the conduct of personal business shall be deducted from the employees' leave credits.
- **Advance/provisional copy** of the gate pass may be submitted to the Personnel Division if the signatory/alternate signatory is not available which is valid only up to two (2) days. After which, the duly signed gate pass must be presented/submitted.
- Failure to submit the duly signed gate pass, the duration of the said official business shall be deducted from the employees' vacation leave credits.

TRAVEL/MISSION ORDER

- Conduct of official business outside Metro Manila shall be treated as official travel; hence, should be supported by a travel/mission order.
- Failure to submit the travel/mission order prior to the conduct of official business, the duration of the said official business shall likewise be deducted from the employees' vacation leave credits.

ATTENDANCE INFRACTION

TARDINESS - the failure of the employee to arrive at a time set, lack of punctuality, or not arriving on time.

UNDERTIME - the act of leaving the office or workplace before the prescribed time or that which is specified by this Department.

- An employee may be twice tardy and/or undertime in one working day.

To illustrate, employees who arrives at 9:31 am then keys-in their out time a few minutes before 12:00 noon, then reports back to work at 1:01 pm and leaves the office before 6:30 pm, will have **two (2) counts of tardiness** and **two (2) counts of undertime** – a total of four (4) attendance infractions in just one day.

- **Any incidence of tardiness and/or undertime will be counted against the employee.**
- **Tardiness** and **undertime** are deducted from the employees' vacation leave credits or salary when leave credits are already exhausted.

HALF-DAY ABSENCE

- Any employee who is absent in the morning is considered **tardy**.
- Any employee who is absent in the afternoon is considered to have incurred **undertime**.

HABITUAL TARDINESS - an attendance infraction wherein employees incur tardiness and/or 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.

HABITUAL UNDERTIME - an attendance infraction wherein employees incur 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.

HABITUAL ABSENTEEISM - an attendance infraction wherein employees incur unauthorized absences exceeding the allowable 2.5 days monthly leave credits for at least three (3) months in a semester or at least three (3) consecutive months during in a year.



Republic of the Philippines
Department of Transportation
and Communications

EMPLOYEE GUIDE ON OFFICIAL WORKING HOURS AND OFFICE ATTENDANCE

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For more information, please refer to
Rule XVI of Implementing Book V of
Executive Order No. 292