

# GOVERNMENT WORK HOURS

## Rule XVII, 10 Sections - OCSR

### Duty of Department Head

- PRESCRIBE work hours of officials and employees
- PRESCRIBE Mode of Recording **Daily Attendance**
- ENJOIN Compliance by all officials and employees under his jurisdiction to the prescribed **FORTY (40) work hours** each week
- IMPOSE administrative sanctions for violations and/or irregularities

## GOVERNMENT WORK HOURS

**General Rule** - NOT LESS than **eight (8) hours** of work a day for **five (5) days a week**, OR a **total of forty (40) hours** each week, EXCLUSIVE of time for lunch (Sec. 5)

**Exceptions** – Officials and employees covered by **special laws**, those with **irregular work schedule (shifting)**

### HEAD OF DEPARTMENT PRESCRIBED WORK HOURS FOR OFFICIALS/EMPLOYEES

#### OPTIONS

- **NORMAL** – Eight in the morning to twelve o'clock noon, and from one to five o'clock in the afternoon, Monday to Friday
- **FLEXIBLE**
- **FULL FLEXTIME**

**SUBJECT TO THE FORTY (40) WORK HOURS EACH WEEK**

## Mode of Recording Daily Attendance

It is the duty of the Head of Agency to **prescribe the mode** of recording DAILY attendance of officials and employees

- Daily Time Record (DTR)
- Bundy Clock
- Other Mode/s of Recording DAILY Attendance

## DAILY TIME RECORD (Daily Record of Attendance)

- **PURPOSE** - Show our attendance in office to **WORK AND BE PAID** accordingly
- **PRINCIPLE “No work, No pay”**  
Prevents damage or loss to the government for no work done / unrendered service
- **ADMINISTRATIVE CONVENIENCE**  
Entries in the DTR facilitate computation of salary / benefits in a given period  
It is **not an outright measure** of professional discipline, efficiency, dedication, honesty, and competence
- **INTEGRITY OF DTR** as official document remains untarnished where there is **NO damage / prejudice** to the government  
(Supreme Court Ruling, GR L-49486, March 30, 1981)

# TARDINESS AND UNDERTIME

- **TARDINESS**

**Failure** of official / employee **to report for work on time** or at a **prescribed time set** for each day

HABITUAL TARDINESS – **late** for at least **10 times** a **month** for **two (2) consecutive months** in a year or **two (2) months** in a semester

Habitual tardiness OR frequent unauthorized tardiness may either be a **GRAVE or LIGHT OFFENSE** depending on frequency of commission and its effects to the government as defined by Head of Agency (CSC Res. 001397, June 13, 2000)

- **UNDERTIME**

Employee leaves work or quits work **EARLIER** than the prescribe number of work hours a day, OR **DEFICIENCY** in completing the prescribed forty (40) work hours

# TARDINESS AND UNDERTIME

## GRAVE OFFENSES

- FREQUENT **UNAUTHORIZED** absences, tardiness in reporting for duty, loafing during office hours

## LIGHT OFFENSES

- FREQUENT **UNAUTHORIZED** tardiness (Habitual Tardiness)
- Lobbying for **personal interest or gain** in legislative halls and offices **WITHOUT** authority
- Refusal to render **overtime** service

## PENALTY - GRAVE OFFENSE

- 1<sup>st</sup> Offense – Suspension from 6 months and 1 day to 1 year
- 2<sup>nd</sup> Offense – Dismissal

## PENALTY - LIGHT OFFENSE

- 1<sup>st</sup> offense – Reprimand
- 2<sup>nd</sup> offense – Suspension 1-30 days
- 3<sup>rd</sup> Offense - Dismissal

# PRACTICE OF PROFESSION / PURSUIT OF PRIVATE BUSINESS

- Sec. 18, Rule XIII, CSC MC 40 s. 1998 as amended (Revised Omnibus Rules on Appointments and Other Personnel Actions)

## CONDITIONS AND REQUIREMENTS

1. **PRIOR WRITTEN PERMISSION** from Head of agency
2. **MUST NOT prejudice** interest of the government **AND** that of the agency
3. **MUST NOT CONFLICT** with official duties and responsibilities
4. **MUST NOT AFFECT** work performance and productivity
5. **FIXED TIME** for practice of profession / pursuit of private business
6. **DONE OUTSIDE** prescribed work hours
7. **NO government resources** to be used

# PRACTICE OF PROFESSION / PURSUIT OF PRIVATE BUSINESS

- Engaging in private practice of profession **UNLESS** authorized by the Constitution, law or regulation, provided such practice will **not conflict** with official functions
  - 1<sup>st</sup> Offense – Reprimand
  - 2<sup>nd</sup> Offense – Suspension 1-30 days
  - 3<sup>rd</sup> Offense – Dismissal
- Pursuit of Private Business, vocation or profession **without the permission** required by Civil Service rules and regulations
  - 1<sup>st</sup> Offense – Reprimand
  - 2<sup>nd</sup> Offense – Suspension 1-30 days
  - 3<sup>rd</sup> Offense - Dismissal

# DOCUMENT REQUIREMENTS (Government Work Hours)

- DAILY TIME RECORD  
Proper Accomplishment  
Verification of supervisor
- LOCATOR / PASS SLIP / LOGBOOK  
Proper Accomplishment  
Approval of proper authority
- **TIMELY** SUBMISSION TO PROPER  
AUTHORITIES