



September 1, 2016

MEMORANDUM ORDER
NO. 27
SERIES OF 2016

SUBJECT: POLICY GUIDELINES GOVERNING the OBSERVANCE of OFFICE HOURS, ATTENDANCE, TIME REGISTRATION and LEAVE ADMINISTRATION

In the interest of the service and in compliance to the Interim Internal Audit Report on DA-OSEC Personnel Management System conducted by the Internal Audit Service (IAS), the following policies are hereby adopted for the strict compliance of the employees of the Department of Agriculture-Office of the Secretary (DA-OSEC):

1. RECORD OF ATTENDANCE

- 1.1. As per Section 3, Rule XVII (Government Hours) Book V of Executive Order No. 292 as amended states that:

Sec. 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."

- 1.2. An employee is required to submit a copy of approved travel orders, locator slips and approved application for leave of absence/s to the Personnel Division for proper documentation. These documents shall be submitted on the 1st day of the succeeding month. Printing of Daily Time Records (DTR) and distribution shall commence on the 5th day of the month. Employees are given three (3) working days upon receipt of DTR to submit to the Personnel Division. Henceforth, late submission will no longer be accepted. Cut-off dates must be strictly observed and followed. Non-submission and/or non-compliance thereof shall mean withholding of salary of the concerned personnel. Trip tickets shall cover the middle portion only (12noon-1pm), i.e. if said trip ticket is from DA and back to DA. Travel Orders should be accompanied with a certificate of appearance or a certificate of travel completed noted by his/her immediate supervisor.

Locator slips indicating the date, time, destination and purpose, with the signature of the official where the official business was held and the certification of the supervisor should be properly accomplished (no blank entries). One locator slip per day, one locator slip per venue policy shall be strictly observed.

- 1.3. Records of Attendance shall be duly signed by the Division Chief/Supervisor of the employee concerned. If there are blank entries and lack of supporting documents, the corresponding time of absence in the office shall automatically be deducted from the employee's vacation leave credits, or if there is none, to his/her salary.





Section 1 of Rule XVII, Omnibus Rules implementing Book V of the 1987 Administrative Code as amended by Memorandum Circular No. 1, s.1994 provides:

"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. When the head of office, in the exercise of his discretion allows government officials and employees to leave the office during the 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."

- 1.4. Concerned employee is required to immediately notify the Personnel Division if there are changes in his/her travel schedule for proper recording.
- 1.5. All employees are required to register their time "out" and "in" during lunch break otherwise, a deduction equivalent to half day shall be charged against their vacation leave credits, or if there is none, to their salaries. The Personnel Division will no longer consider remarks like "forgot to punch", "OB" and other "personal reasons" being placed or written in the "out" and "in" column/ box. If on official business (OB), the purpose must be specific, such as attendance to meeting, delivery of documents, etc.
- 1.6. Only the prescribed forms for the application for leave of absence and locator slip provided by the Personnel Division will be honored.

2. LEAVE OF ABSENCE

- 2.1 As a matter of policy, application for vacation or sick leave for one full day or more shall be made in the prescribed form to be accomplished in duplicate (One copy for the Personnel Division, one copy for the employee concerned). Only application for leave of absence recommended by the immediate supervisor duly signed/ approved by the Director/ASEC/USEC concerned will be accepted.
- 2.2 Application for vacation leave shall be filed in advance or whenever possible five (5) days before going on such leave, and must be recommended by the immediate supervisor and duly signed/ approved by the Director/ASEC/USEC concerned before availing the same.
- 2.3 Application for sick leave filed in advance or exceeding five (5) days shall be supported by a medical certificate.
- 2.4 An employee who is absent without an approved leave shall not be entitled to receive his/her salary corresponding to the period of his/her unauthorized leave of absence. It is understood however that his absence shall no longer be deducted from his accumulated leave credits, if there is any.
- 2.5 An application for leave of absence for thirty (30) calendar days or more shall be accompanied by a clearance from money and property accountabilities.
- 2.6 Application for travel abroad for personal reasons for thirty (30) calendar days or more shall be accompanied by a clearance from money and property accountabilities.



- 2.7 All OIC designate in the Office of the Service Director shall reflect in the DTRs their official travel and official business.

The Personnel Division shall also be responsible for furnishing employees with a yearly report of their leave credit balances. Compensatory leave balances must also be reflected in the report, if there is any.

3. FORCED LEAVE

Henceforth, Division Chiefs are strictly required to schedule the five (5) days forced leave of employees under their supervision. The schedule of each division shall be submitted to the Personnel Division for proper notation.

Rule XVI of the Omnibus Rules Implementing Book V of EO 292 on Leave states that:

Section 25. Five days forced/mandatory leave- All officials and employees with ten (10) days or more vacation leave credits shall be required to go on vacation whether continuous or intermittent for a minimum of five (5) working days annually under the following conditions:

- (a) The head of agency shall, upon prior consultation with the employees, prepare a staggered schedule of the mandatory annual five-day vacation leave of officials and employees, provided that he may, in the exigency of the service, cancel any previously scheduled leave.*
- (b) The mandatory annual five-day vacation leave shall be forfeited if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of the service by the head of agency, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated leave.*
- (c) Retirement and resignation from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if concerned employees opted not to avail of the required five-day mandatory vacation leave.*
- (d) Those with accumulated vacation leave of less than ten (10) days shall have the option to go on forced leave or not. However, officials and employees with accumulated vacation leave of fifteen (15) days who availed of monetization for ten (10) days shall still be required to go on forced leave.*

Disapproval of the five (5) days forced leave of concerned official/employee shall be recommended by the immediate supervisor and signed/approved by the Service Director concerned and shall immediately be submitted to the Personnel Division.

4. MONETIZATION OF LEAVE CREDITS

Officials and employees are allowed to monetize a maximum of thirty (30) days in a given year. The monetization of 50% or more of the accumulated leave credits may be allowed for valid and justifiable reasons and shall be upon the favorable recommendation of the agency head and subject to availability of funds.



5. COMPENSATORY LEAVE

Compensatory leave is non commutable. The Certificate of Overtime Credits should be used as time-off within the year these are earned until the immediately succeeding year. Thereafter, any unutilized COCs are deemed forfeited.

6. REHABILITATION PRIVILEGE

As per CSC-DBM Joint Circular No. 01, s. 2006 as amended by CSC – DBM Joint Circular No. 1, series 2015

Officials and employees may be entitled to the Rehabilitation Privilege for a maximum period of six (6) months for wounds and/or injuries sustained while in the performance of official duties. The duration, frequency and terms of availing of the privilege shall be based on the recommendation of a medical authority. Hence, availing of the privilege may be for less than six (6) months or may be on a half-time basis or an intermittent schedule as determined by medical authorities provided that the cumulative total period of availing of the privilege will not exceed six (6) months. Illness or sickness resulting from or aggravated by working conditions of the environment cannot be a basis for availing of the Rehabilitation Privilege even if the same may be compensable under the law and regulations of the Employees Compensation Commission (ECC).

7. ATTENDANCE TO THE FLAG RAISING CEREMONY

Attendance to the flag raising ceremony is a must. Henceforth, the attendance sheet signed by the supervisor must be collated and submitted to the Personnel Division immediately after the flag raising ceremony. The Personnel Division shall not accept late submission or non-compliance with this policy.

8. SLIDING FLEXI TIME

Sliding Flexi Time schedule is from 7:00 am – 9:00 am in the morning and 4:00 pm – 6:00 pm in the afternoon hence official working hours will only be from 7:00 am – 6:00 pm on Tuesdays to Fridays. Monday will remain as 7:00 am – 5:00 pm to encourage the employees to attend the flag raising ceremony. Core working hours is set at 8:00 am – 5:00 pm.

This Memorandum Order shall take effect immediately.

EMMANUEL F. PIÑOL
Secretary