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ADMINISTRATIVE ORDER

No. 08
Series of 2023

SUBJECT : GUIDELINES FOR EXEMPTION FROM USING THE BIOMETRIC MACHINE

I. RATIONALE

Rule XVII Government Office Hours of the Omnibus Rules Implementing Book V of Executive Order No. 292, as amended, provides:

"Section 1. It shall be the duty of each head of department agency to require all officers and employees under him to strictly observe the prescribed office hours.

Section 2. Each head of department or agency shall require daily records of attendance of all the officers and employees under him including those serving in the field or on the water to be kept on the proper form and whenever possible, registered on the bundy clock.

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Section 5. Officers and employees of all departments and agencies except those covered by special laws shall render not less than eight hours of work a day for five days a week or a total of forty hours a week, exclusive of time for lunch. As a general rule, such hours shall be from eight o'clock in the morning to twelve o'clock noon and from one o'clock to five o'clock in the afternoon on all days except Saturdays, Sundays and Holidays."

II. SCOPE

This Order shall be applicable to all DA-Central Office Officials, Permanent, Cotermious to Official (CTO) employees and Contract of Service (COS) personnel.

III. ATTENDANCE

a. Regular Work Schedule

- i. All government officials and employees are required to render eight working hours a day for five days a week, or a total of 40 hours a week excluding time for lunch. (*Section 5, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292*);
- ii. As a general rule, office hours shall be from 8:00 a.m. to 12:00 noon and from 1:00 p.m. to 5:00 p.m. on all days except Saturdays, Sundays and Holidays.

b. Flexible Work Schedule

- i. The flexible work schedule may start between 7:00 AM and 9:00 AM except on days when all employees should be in the office at 8:00AM for the flag raising ceremonies, and end anytime between 4:00 PM and 6:00 PM; provided, they render at least eight (8) hours of work a day, exclusive of lunch break. (*Adoption of Flexible Working Hours in the Government Service, CSC Memorandum Circular No. 14, s. 1989*);

IV. PERSONNEL EXEMPTED FROM THE BIOMETRICS SYSTEM

A. Presidential Appointees

- a. Pursuant to Section 4, Rule XVII (Government Hours) Book of V of Executive Order No. 292, as amended, Presidential Appointees shall be exempted from the use of Biometric Machines:

"Section 4. 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 (3) 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." (Emphasis supplied).

- b. Presidential Appointees, as defined by the Civil Service Law, Rules and Regulations, are positions in the Career Executive Service which include the Undersecretary, Assistant Secretary, Bureau Director, Regional Director, Chief of Department Service and other officers of equivalent rank as may be identified by the



Career Executive Service Board (CESB) all of whom are appointed by the President,

B. Permanent and Coterminous Employees

- a. The following Permanent and Coterminous Personnel shall be exempted:
 - i. DLLO Staff (Department Legislative Liaison Office).

C. Contract of Service (COS) Personnel

- a. Paragraph 7 of the Contract of Service provides that all COS personnel ***“shall perform work at the regular office time and shall be obliged to register his/her time in and out on the bundy clock.”***
- b. However, the following COS Personnel shall be exempted:
 - i. Drivers assigned to Presidential Appointees and/or assigned to the motorpool; and
 - ii. Radio broadcaster.
- c. Further, based on evaluation of their respective duties and functions, the following COS personnel shall likewise be exempted:
 - i. AMAS Price Monitors;
 - ii. KADIWA Center Personnel;
 - iii. Investigators of the DA Inspectorate and Enforcement; and
 - iv. All others that are similarly situated as determined by the Review Committee on the Selection, Hiring, and Adoption of Compensation System for Contract of Service Personnel.

V. DOCUMENTARY REQUIREMENTS

All concerned Permanent, Coterminous and COS personnel shall accomplish ***CSC Form No. 48 (Daily Time Record)*** duly approved by their respective immediate supervisor and submit the same to the Personnel Division.

VI. REPEALING CLAUSE – All existing Orders, issuances, rules and regulations, or parts thereof, in conflict with or inconsistent with any provision of this Order are hereby repealed, modified, or amended accordingly.



