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TIME: _____ RCVD. BY: _____

ADMINISTRATIVE ORDER
No. 14
Series of 2021

**SUBJECT : REVISED GUIDELINES ON THE FULL FLEXTIME SCHEDULE
IN THE DSWD CENTRAL OFFICE**

I. PURPOSE

The Omnibus Rules Implementing Book V of the Administrative Code of 1987, particularly Rule XVII Section 6 thereof, allows flexible working hours provided that the prescribed forty (40) hours of work every week is not reduced.

As part of the continuing effort to adopt more humane policies responsive to existing conditions along the effective and efficient delivery of services at all times, the Department of Social Welfare and Development (DSWD) adopted a Full Flexitime Work Schedule for the Central Office (CO) personnel through the **Memorandum from the Secretary** issued dated **April 11, 2017**, entitled "**Full Flexitime Schedule in the DSWD Central Office**".

This Administrative Order is being issued to reiterate the following internal guidelines on the adoption of Full Flexitime Work Schedule for the DSWD-CO personnel and to provide additional provisions relative thereto:

1. DSWD Memorandum from the Undersecretary of the General Administration and Support Services Group (GASSG) dated August 12, 2019, or the "**Full Flexitime Schedule in the DSWD Central Office**"
2. DSWD Memorandum from the Secretary issued on November 9, 2018, or the "**Flag Ceremony Time Schedule**"
3. DSWD Memorandum from the Officer-in-Charge issued on November 27, 2017, or the "**Addendum of the Guideline on Full Flexi-Time**"
4. DSWD Memorandum from the Secretary issued on April 11, 2017, or the "**Full Flexitime Schedule in the DSWD Central Office**"

II. LEGAL BASES

1. Section 6, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292;
2. Civil Service Commission (CSC) Memorandum Circular No. 21, series of 1991, or the "**Policy on Government Working Hours for Government Officials and Employees**";
3. CSC Memorandum Circular 25, series of 2019, or the "**Revised Guidelines on Flexible Working Hours in the Government**"; and
4. Memorandum of Agreement of COS Workers.

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III. COVERAGE

This Administrative Order shall cover all employees and Contract of Service (COS) Workers. Collectively, they shall be called "personnel" in this Administrative Order.

IV. WORK DAYS, WORK HOURS AND CORE TIME

1. Regular working days in the Department shall be from Mondays to Fridays while the regular working hours shall be from 7:00 A.M. to 6:30 P.M.
2. During Mondays, or every first working day of the week, the Flag Raising Ceremony shall be held at 8:00 A.M.
3. The **core time on the first working day** of the week shall be from **8:00 A.M. to 4:00 P.M.** Generally, the first working day of the week is Monday, except during holiday/s or official declaration of suspension of work, in which case the first working day of the week could be a day other than Monday.
4. From the **second until the last working day of the week, the core time shall be from 9:30 A.M. to 4:00 P.M.** Generally, the second working day of the week is Tuesday and the last working day is Friday except during holiday/s or official declaration of work suspension, in which case the second and/or the last working day of the week would be adjusted accordingly.

V. GENERAL GUIDELINES

1. A DSWD-CO personnel is required to render at least forty (40) hours of work in a week and must be present during the core time on regular working days. Any deficiency in the hours of work during the present week cannot be compensated in the following week.
2. A working day, as a general rule, is divided into two parts: one, in the morning when work ends at 12:00 noon, and the other, in the afternoon when work starts at 1:00 P.M.
3. A DSWD-CO personnel shall be considered **tardy** in any of the following instances:
 - 3.1. If they report to work later than the start of the core time in the morning (*8:00 A.M. on the first working day of the week, and 9:30 A.M. on the second up to the last working day of the week*);
 - 3.2. If they are absent in the morning and have no application for leave, in case of regular/contractual/casual employees, or locator slip for Compensatory Day-Off (CDO) application in the case of COS Workers; and
 - 3.3. If they report to work in the afternoon later than 1:00 P.M. except for personnel who is assigned to take charge of the office during 12:00-1:00 noon break in compliance with no noon break policy of the CSC, which assignment shall be covered by a Special Order/Memorandum to support the reporting time beyond 1:00 P.M.



4. A DSWD-CO personnel shall be considered on **undertime** in any of the following instances:
 - 4.1. If they leave earlier than 4:00 P.M.; and
 - 4.2. If they are absent in the afternoon and have no application for leave in case of regular/contractual/casual employees or locator slip for Compensatory Day-Off (CDO) application in the case of COS Workers.
5. DSWD-CO personnel shall be considered on **undertime for the week** if they fail to complete the forty (40) hour work requirement per week.
6. For employees, such tardiness and undertime shall be deducted from vacation leave credits or from salary, if vacation leave credits are already exhausted. For COS Workers, such tardiness and undertime shall be deducted from cost of service.
7. DSWD-CO personnel may opt to start working anytime between 7:00 A.M. to 8:00 A.M. on the first working day of the week or between 7:00 A.M. to 9:30 A.M. on the succeeding working days of the week without being considered as tardy, provided that they complete the required forty (40) hours of work for the week.
8. Offsetting of tardiness/undertime shall not be allowed. Work rendered beyond 6:30 P.M. shall not be used to offset the tardiness/undertime incurred by the employee/COS Worker.
9. **To ensure uninterrupted public service delivery, the Head of Offices/Bureaus/Services (OBS) shall ensure that the services in their respective offices are available and accessible to internal and external clients from 8:00 A.M. to 5:00 P.M. daily, including lunch breaks.**

A Special Order (SO) for employees and Memorandum for COS Workers shall be issued by the Head of OBS designating the responsible personnel to take charge of the OBS on specific day/s. The designated personnel shall not be allowed to adopt a full flexitime work schedule on the day/s indicated in the SO or Memorandum.

Should there be an emergency and the assigned staff cannot take charge of the OBS in their set schedule, the SO/Memorandum shall be amended. These documents shall be submitted to the HRMDS-PAD to serve as basis in the computation of attendance.

10. One-day absence on the first working day of the week shall correspond to the core time equivalent to seven (7) hours only provided that the DSWD-CO personnel concerned has rendered not less than thirty-three (33) hours of work during the week. In the same manner, one-day absence on the second working day to the last working day of the week shall correspond only to the core time equivalent to five and one-half (5 ½) hours provided that the DSWD-CO personnel concerned has rendered at least thirty-four and one-half (34 ½) hours of work during the week.

11. As an exemption from the general rule, the full flexitime work schedule shall be adjusted during the week when a particular month ends and the succeeding month begins.

Example: Last week of March 2020 and 1st week of April 2020

March 30	-	Monday
March 31	-	Tuesday
April 1	-	Wednesday
April 2	-	Thursday
April 3	-	Friday

In cases like these, employees and COS Workers shall observe the adjusted flexitime work schedule for the 1st two (2) days of the week. This means that for March 30 to 31, employees and COS Workers are expected to complete **only 16 hours**. In the same manner, employees and COS Workers shall also observe the adjusted flexitime work schedule for the next three (3) days of the week. This means that for April 1 to 3, they are expected to complete **only 24 hours**.

The same off setting policy under the full flexitime shall be charged against available vacation leave credits, if any, or to be deducted from the salary, if the vacation leave credits of an employee have already been exhausted. In the case of a COS Worker, such deficiency shall be deducted from cost of services.

Should they fail to render the required number of work hours for the particular day/s (e.g. 16 hours for March 30 to 31 and 24 hours for April 1 to 3), they shall be considered to be on **undertime** for the lacking hours of work not rendered.

The number of hours corresponding to the absence of CO personnel will be computed as follows:

MARCH 30 TO 31, 2020 (MONDAY TO TUESDAY)	APRIL 1 TO 3, 2020 (WEDNESDAY TO FRIDAY)
One-day absence on March 30 shall be equivalent to seven (7) hours only, provided that the DSWD-CO personnel concerned has rendered not less than nine (9) hours of work on March 31 .	One-day absence on any of the days from April 1 to 3 shall be five and one-half (5 ½) hours only, provided that the DSWD-CO personnel concerned has rendered not less than eighteen and one-half (18 ½) hours of work for any of the two (2) days within this period.
One-day absence on March 31 shall be equivalent to five and one-half (5 ½) hours only, provided that the DSWD-CO personnel concerned has rendered ten and one-half (10 ½) hours of work on March 30 .	

R.B.

12. As another exemption from the general rule, for administrative expediency in processing of the cost of services payroll of COS Workers covering the 1st and 2nd halves of the month (1st to 15th of the month for the 1st half while 16th to the 30th/31st of the month for the 2nd half) the full flexitime work schedule of COS Workers shall also be adjusted during the week when the 15th of the month ends and the 16th of the month begins.¹

Example:

The last week of the 1st half of April 2020, or the period April 1 to 15, 2020, covers:

April 13	-	Monday
April 14	-	Tuesday
April 15	-	Wednesday

First week of the 2nd half of April 2020, or the period April 16 to 30, 2020, covers:

April 16	-	Thursday
April 17	-	Friday

In cases like these, COS Workers shall observe the adjusted flexitime work schedule for the 1st three (3) days of the last week covering the 1st half of April 2020. This means that for April 13 to 15, COS Workers are expected to complete **only 24 hours**. In the same manner, COS Workers shall also observe the adjusted flexitime work schedule for the last two (2) days of the first week covering the 2nd half of April 2020. This means that for April 16 to 17, COS Workers are expected to complete **only 16 hours**.

Any deficiency from the required number of hours shall be deducted from the COS Worker's cost of services. Should they fail to render the required number of work hours for the particular day/s (e.g. 24 hours for April 13 to 15 and 16 hours for April 16 to 17), they shall be considered to be on **undertime** for the lacking hours of work not rendered.

The number of hours corresponding to the absence of COS Workers will be computed as follows:

APRIL 13 TO 15, 2020 (MONDAY TO WEDNESDAY)	APRIL 16 TO 17, 2020 (THURSDAY TO FRIDAY)
One-day absence on April 13 shall be equivalent to seven (7) hours only, provided that the COS Worker concerned has rendered not less than seventeen (17) hours of work on April 14 to 15.	One-day absence during this two-day period shall be five and one-half (5 ½) hours only, provided that the COS Worker concerned has rendered not less than ten and one-half (10 ½) hours of work on the other day within this period.
One-day absence on April 14 or 15 shall be equivalent to five and one-half (5 ½) hours , provided that the COS Worker concerned has rendered not less than eighteen and one-half (18 ½) hours of work on April 13 and April 14 or 15.	

¹ In light of the Memorandum from the Secretary dated February 3, 2020 re: "Schedule of Release of Cost of Services of MOA Workers" which provides that payment of COS of MOA Workers in the Central Office shall be paid based on actual services rendered effective March 2020.

13. When the interest of the service so requires, and as exception from the general rule, the supervisor or head of office, may require any personnel to report for work earlier than the start of the core working hours in the morning and/or extend their stay in the office beyond the core working hours in the afternoon.
14. A DSWD-CO personnel is entitled to a period of time for lunch but not to exceed one (1) hour. As a general rule, **the one (1) hour break shall be from 12:00 noon to 1:00 P.M.** Provided, however, that the head of office shall ensure that there is/are available personnel to provide service during lunch break in compliance with the "No Noon Break" policy of the CSC.
15. Employees and COS Workers who are on official travel status:
 - 15.1. For official travel that requires provision of technical assistance to other offices, and attendance to/conduct of trainings/seminars/workshops/conferences) during weekdays, the required eight (8) hour work per day shall be considered as complied, provided that they have the corresponding approved Authority to Travel (Special Order for employees while Memorandum for COS Workers) and duly-signed Certificate of Appearance/Attendance/Participation attached to their DTR.
 - 15.2. For official travel that requires less than eight (8) hours of service such as attending official meetings, doing liaison work, delivering documents, etc., the time of their departure from and arrival to the office should be reflected in their locator slip. A copy of the locator slip and Certificate of Appearance should be attached to their DTR, as basis for the computation of their attendance during the day.
16. Any work beyond the forty (40) hours a week shall be subject to overtime pay or compensatory time-off based on existing DSWD policy on compensation of overtime services, for employees, and on the Memorandum of Agreement (MOA), for COS/JO Workers.
17. Recording of attendance in the biometric machines shall be strictly observed, **including lunch breaks.** DSWD-CO personnel who fail to **log out and log in** during lunch breaks shall be considered on half day only.
18. As a general rule, handwritten entries in the Daily Time Record (DTR) are not allowed. However, a handwritten entry may be allowed for valid reasons, provided that the same is duly initialed by the head of office or by the Security Guard on duty if the basis of the handwritten entry is the Security Guard's logbook.

The following reasons may be considered valid and allowed:

- If the DSWD-CO personnel forgot to register his/her attendance in the biometric machine
- Unsuccessful verification of the biometric machine of the time entries of the employee/COS Worker due to unreadable fingerprints
- All the biometric machines are not working/responding.

19. The handwritten entry shall be supported by the following documents:
- 19.1. A locator slip, for personnel who are going out of the office during office hours.
 - a. If the purpose for leaving the office premises is official business, the same shall be considered as official time, provided that the same is reflected in the DTR.
 - b. If the purpose for leaving the office premises is personal in nature, the amount equivalent to the time the personnel is outside the office premises during office hours shall be deducted from leave credit balances, or salaries, or cost of services, whichever is applicable.
 - 19.2. A photocopy of log book maintained by the Security Guard at the old and new lobby and/or OBS concerned, whichever is used as basis of the handwritten entry.
 - 19.3. The appropriate Office Order for personnel who go on official travel or to attend official meetings/attendance to trainings, seminars and conferences with Certificate of Appearance.
20. Every office is required to maintain an attendance logbook. All personnel are required to register their morning time in upon arrival and afternoon time out upon leaving their respective offices. This attendance logbook shall serve, among others, as back up, especially in case of biometric machine breakdown or other similar untoward incidents.
21. An employee or COS Worker may request for a modified work schedule, subject to the approval of the proper Department Authorities, for valid and justifiable reasons such as when required in the exigency of the service, completion of a degree, or other analogous circumstances. Provided, however, that such modified work schedule shall be fixed for the duration of the contingency and shall not adversely affect the operations of the office concerned. The employee or COS Worker concerned shall not be authorized to claim overtime compensation for the duration of the approved modified work schedule.
22. Employees who failed to comply with the requirements under this guideline that would constitute as an administrative offense under the 2017 Rules on Administrative Cases in the Civil Service may be subject to possible administrative proceeding.
- On the other hand, the DSWD may immediately pre-terminate the Agreement (MOA) of COS Workers if, after due process, the DSWD authorized signatory to their contracts, upon the recommendation of their supervisors, has determined that they are guilty of absenteeism and/or habitual tardiness.
23. Cases not covered by these guidelines shall be submitted for resolution by the Undersecretary for General Administration and Support Services Group.

VI. EFFECTIVITY

This Administrative Order shall take effect upon approval and shall continue to be in force until it is revoked or rescinded. All previous Department issuances inconsistent herewith are deemed repealed or amended accordingly.



ROLANDO JOSELITO D. BAUTISTA
Secretary

Date: SEP 07 2021

Certified True Copy



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