



Republic of the Philippines  
Department of Social Welfare and Development  
Batasan Pambansa Complex, Constitution Hills  
Quezon City  
Telephone No. 931-8101 to 07

**MEMORANDUM CIRCULAR**

No. 7  
Series of 2005

SUBJECT : Amendment of Memorandum Circular No. 6, s. 2005

1.0 Purpose

This Memorandum Circular is being issued to amend and/or provide additional guidelines on DSWD Memorandum Circular No. 6, series of 2005.

2.0 Amendment/Addition to the General Guidelines

The following items of the General Guidelines are hereby amended/added:

2.1 Effective April 4, to May 31, 2005, the following Offices/Bureaus/Services/Units of the Department of social Welfare and Development shall also adopt the four-day workweek, Mondays to Thursdays, in line with the austerity measures being undertaken by the government:

**2.1.8 ECD and Kalahi CIDSS: KKB Project staff mainstreamed to the Financial Management Service and the Administrative Service**

**2.1.9 Internal Audit Service**

**2.1.10 Department Legislative Liaison Office**

2.3 The following Office/Services/Units shall also adopt the four-day workweek but shall maintain a **skeletal force on Fridays**, which they shall submit to the HRMDS:

**2.3.6 Medical/Dental Clinic**

**2.3.7 Program Management Bureau**

2.7 *Staff of Offices/Bureaus/Services/Units which are covered by the four-day workweek shall adopt a flexi-time schedule, with 7:00 A.M. – 7:00 P.M. official time and 8:30 A.M. – 6:00 P.M. as the core time. They are also expected to complete the required 40 hours per week. Any deficiency shall be deducted from available leave credits, or if leaves credits are exhausted, shall be deducted from salary.*

2.8 *Staff designated to serve as skeletal force shall adopt the five-day workweek with the usual full flexi-time work schedule, wherein the Official Time is 7:00A.M.-7:00 P.M. and the Core Time is 9:30 A.M. to 4:00 P.M. They are expected to complete the required 40 hours per week. Any deficiency shall be deducted from available leave credits, or if leaves credits are exhausted, shall be deducted from salary.*

2.9 *Those designated as skeletal staff, those authorized to render overtime services and those exempted from the four-day workweek due to specific circumstances,( i.e employees enrolled in evening classes, etc.,) shall report to the Executive Offices or to other Offices/Bureaus/Services/Units which are open on Fridays. The following offices are authorized to be open on Fridays:*

2.9.1 *Office of the Secretary*

2.9.2 *Executive Offices*

2.9.3 *General Services Division*

2.9.4 *Medical Clinic*

2.9.5 *Crisis Intervention Unit*

2.9.6 *Disaster Response Operations, Monitoring & Information Center (DROMIC)*

2.9.7 *KALAHI-CIDSS: KKB Operation*

2.9.8 *ECD Operation*

2.9.9 *Server Room (MISS)*

This Memorandum Circular shall take effect April 11, 2005 and cease on June 1, 2005.

Issued in Quezon City this 31<sup>st</sup> day of March 2005.

CORAZON JULIANO SOLIMAN  
Secretary

By:

  
LUWALHATI F. PABLO  
Undersecretary for GASSG