

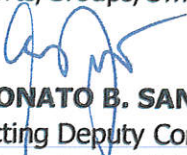
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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
Manila 1099

MASTER COPY

TO : ALL HEADS OF OFFICES/DIVISIONS
Ports/Groups/Office of the Commissioner

FROM : 
DONATO B. SAN JUAN
Acting Deputy Commissioner
Internal Administration Group

SUBJECT : SUBMISSION OF MONTHLY CHART OF
ABSENCES AND CERTIFICATION

DATE : 20 February 2019

1. References:

1.1 CSC Memorandum Circular No. 01 s.2017

1.2. Section 1 to 5, Rule XVII, Omnibus Rules Implementing Book V of Executive Order No. 292

1.3 Customs Memorandum Order No. 27-2002

2. Civil Service Commission (CSC) Memorandum Circular No. 01 s.2017 reiterates the mandate of the Constitution for public officials and employees to be at all times be accountable to the people, serve them with utmost responsibility, integrity, loyalty and efficiency, act with patriotism and lead modest lives. Part of this accountability is the observance of the prescribed office hours in a given working day.
3. Said memorandum circular also emphasizes the policy on government office hours based on Section 1 to 5, Rule VII, Omnibus Rules Implementing Book V of Executive Order No. 292 which provide:

"SECTION 1. 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.

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

SECTION 3. Chiefs and Assistant Chiefs of agencies who are appointed by the President, officers who rank higher than these 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.

SECTION 4. Falsification or irregularities in the keeping of time records will render the guilty officer or employee administratively liable without prejudice to criminal prosecution as the circumstances warrant.

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.

4. In view of the foregoing, all heads of offices/divisions are hereby reminded/directed to regularly submit their respective Monthly Chart of Absences (Annex A) to their respective Administrative Division/Units every 5th day of the following month. It shall serve as the covering page of the Daily Time Records of employees being submitted to the concerned Administrative Divisions/Units. The Administrative Divisions/Units shall consolidate the submitted charts and the same shall be forwarded to the Human Resource Management Division at the end of each month.
5. The consolidated Charts shall be submitted to the Human Resource Management Division in electronic copy thru hrmd@customs.gov.ph. However, hard and soft copies shall still be secured by the concerned offices for future reference and/or audit checks.
6. For guidance and compliance.

MONTHLY REPORT OF ABSENCES AND UNDERTIMES
For the Month of January 2019

Human Resource Management Division
Port/Office/Division

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#	EMPLOYEE	A W O L	PRIVILEGES							UNDERTIMES				PARTICULAR	
			M/PL Days	SPL Days	F/L Days	V/L Days	S/L Days	SNG Days	MGMA Days	CLMT Days	COMING TO OFFICE		LEAVING THE OFFICE		
										no.	hr:min	no.	hr:min	DATES OF ABSENCES (JANUARY)	
1															
2															
3															
4															
5															
6															
7															
	PREPARED BY:		CERTIFIED CORRECT BY:							APPROVED BY:					
LEGEND:			M/PL- Maternity/Paternity Leave	SNG- Single Parents Day											
			SPL- Special Leave Privileges	MGMA- Magna Carta Day											
			F/L- Force Leave	CLMT- Calamity Day											
			V/L- Vacation Leave												
			S/L- Sick Leave												