



29 December 2015

CUSTOMS MEMORANDUM ORDER NO. 1-2016

SUBJECT: SECOND PHASE OF THE IMPLEMENTATION OF THE HUMAN RESOURCE INFORMATION SYSTEM (HRIS) PROJECT IN THE BUREAU OF CUSTOMS

- 1.0. The Second Phase of the HRIS implementation aims to generate an accurate and integrated Daily Time Records and to properly record and monitor attendance of all BOC personnel.
- 2.0. After enrollment in the Biometrics System, all BOC personnel under OCOM (i.e. IAG, AOCG, MISTG, RCMG, IG and EG) are required to log-in their time of arrival and departure through the Finger Scan - Biometrics System.
- 3.0. All covered employees shall be responsible for the following:
 - 3.1. **Mandatory use of Finger Scan.** All employees covered must always use the Finger Scan when they log-in and log out. Employees are required to log in/out only once. In case of multiple log in/out, the "First in, Last out" (FILO) rule shall be observed.
 - 3.2. **Work Schedule.** The working schedule of each employee, in accordance with the schedule submitted by their respective Division Chiefs pursuant to CMO No. 33-2015 (Implementation of 7am - 7pm working hours) to the HRMD, shall be used in determining the actual schedule of employees and computing their deductions and/or overtime, if any. If the said Division Chief did not submit any schedule to the HRMD, the standard schedule of 8am to 5pm shall be observed.
 - 3.2.1. **Changes in the Schedule.** Any changes should be submitted five (5) days before the implementation of the HRIS.
 - 3.2.2. **Failure to log-in/out.** An employee who fails to log-in/out on a specific day shall be considered absent unless he/she provides the following documents (whichever applies), together with the DTR to support missing entries in the Biometrics, within five working days of the ensuing month:
 - 3.2.2.1. Approved Application for Leave Form
 - 3.2.2.2. Approved Official/Personal Business Slip

- 3.2.3. **Late/Undertime.** Failure to log-in on or before the specified time of start of work as indicated in the working schedule shall be considered late. Log out prior to the specified time of end of work as indicated in the working schedule shall be considered as undertime.
- 3.2.4. **Overtime.** The provisions of CMO 14-2014 (Authority to render overtime services with pay for the rank and file) shall be deemed incorporated in this CMO. In addition, the HRMD must be furnished with a copy of the approved daily authority for personnel to render overtime which must be submitted to the HRMD on the following day.
- 3.2.5. **Leave of Absence (*Vacation Leave, Sick Leave, Maternity Leave, Paternity Leave, Rehabilitation Leave, or Study Leave*).** The provisions of CMO 27-2002 (Rules, Regulations and Procedures in the Reporting and Monitoring of Personnel Attendance and Applications for Leave of Absence) as amended by CMO 35-2009, are deemed incorporated in this CMO.
- 4.0. All other orders, issuances that are inconsistent herewith are hereby amended accordingly.
- 5.0. This Order shall take effect on January 11, 2016.
- 6.0. For strict compliance.



ALBERTO D. LINA
Commissioner



15-03240
DEC 29 2015