



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



March 1, 2005

CUSTOMS MEMORANDUM ORDER
NO. 12-2005

TO: All Concerned Bureau Officials and Employees
All Ports and Subports

SUBJECT: Implementation of Flexible Working Hours

In line with our policies to provide optimum service to the transacting public and further facilitate trade, **Flexible Working Hours** shall be implemented in all ports and subports of the Bureau of Customs pursuant to Section 6, Rule XVII of the Omnibus Rules Implementing Book V of EO 292 and Other Pertinent Civil Service Laws.

Relative thereto, the following guidelines are hereby prescribed:

1. The regular working hours in all ports and subports will be from 7:00 o'clock in the morning to 7:00 o'clock in the evening, Monday to Friday without noon break.
2. It shall be the responsibility of the Division/Office Chief concerned to arrange the working schedule of each staff on a two shift as follows:

First Shift – 7:00 AM to 4:00 PM with lunch break at 11:00 AM-12:00 NN
Second Shift – 10:00 AM to 7:00 PM with lunch break at 1:00 PM-2:00 PM

3. The shift schedule of each personnel shall be his/her regular permanent working hours and shall therefore be the actual time to be reflected in his/her Daily Time Record, provided that shift assignments shall be switched every 30 days.
4. The shift schedule shall ensure that full and complete transaction services are rendered by the division/office throughout the regular working hours, without interruption of service.

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5. The regular Monday Flag Raising Ceremony shall remain at 7:45 in the morning provided that attendance of personnel assigned on the 2nd shift shall no longer be required.
6. The District/Port Collector is further directed to coordinate with the respective Arrastre Operator and other stakeholders of the port/subport in order to ensure that this extended working hours is also fully supported by their respective operations.

On the other hand, the regular working hours of 8:00 AM to 5:00 PM shall be maintained at the divisions/offices under the Office of the Commissioner except that services shall be rendered continuously. Hence, lunch break of personnel in each division/office shall be on a staggered basis.

This order shall take effect March 16, 2005. All Division/Office Chief shall submit the assigned regular working hours of his staff to the Chief, Administrative Division/Unit of the port/subport who shall in turn consolidate the same for submission to the Human Resources Management Division for records purposes. This first assignment of shift shall be good until April 30, 2005 and shall then be switched every month thereafter in accordance with No. 3 hereof.

For strict compliance.


ALBERTO D. LINA
Commissioner

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SEC. 2. Each head of department or agency shall require a daily record 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.

Service "in the field" shall refer to service rendered outside the office proper and service "on the water" shall refer to service rendered on board a vessel, which is the usual place of work.

SEC. 3. 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 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.

SEC. 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.

SEC. 5. Officers and employees of all departments and agencies except those covered by special laws shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) 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.

SEC. 6. Flexible working hours may be allowed subject to the discretion of the head of department or agency. In no case shall the weekly working hours be reduced in the event the department or agency adopts the flexi-time schedule in reporting for work.

SEC. 7. In the exigency of the service, or when necessary by the nature of the work of a particular agency and upon representations with the Commission by the department heads concerned, requests for the rescheduling or shifting of work schedule of particular agency for a number of working days less than the required five (5) days may be allowed provided that government officials and employees render a total of forty (40) hours a week and provided further that the public is assured of core working hours of eight in the morning to five in the afternoon continuously for the duration of the entire work week.

SEC. 8. Officers and employees who have incurred tardiness and under-time regardless of the number of minutes per day, ten (10) times a month for at least two (2) consecutive months during the year or for at least two (2)

*Commbus Rules Implementing Provisions
of EO 292 and other Pertinent
Civil Service Laws*

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