



MEMORANDUM

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TO : **All OFFICIALS AND EMPLOYEES**
Office of the Commissioner and Groups

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

SUBJECT : **PILOT IMPLEMENTATION OF IAMS-TIME AND ATTENDANCE MODULE**

DATE : **04 January 2021**

- 1.0 Consistent with the thrust to modernize BOC systems and further professionalize our workforce, the pilot implementation of Internal Administration Management System (IAMS) – Time and Attendance Module will commence on **18 January 2021**.
- 2.0 The said pilot implementation shall cover all employees under the Office of the Commissioner and Groups.
- 3.0 Following the updated OCOM Memorandum No. 156-2020 issued by the Commissioner on November 16, 2020, all Office Heads are directed to arrange their respective workforce schedule to determine employees who will physically report for work and who will be under Work-from-Home arrangement, depending on the Quarantine Classification of the areas where BOC offices are located.
- 4.0 The regular working hours in all offices remain from 8:00 a.m. to 5:00 p.m. Those who are physically reporting for work are enjoined to use the Biometric Devices installed in the designated areas within BOC buildings, in recording their time of arrival and departure.
- 5.0 Exempted from the coverage of the regular working hours are the employees reporting to offices that render 24/7 services, employees assigned at the Intelligence and Enforcement Group performing field work/guarding duty, lawyers performing legal services, and other employees deemed exempted by the Office of the Deputy Commissioner, IAG.
- 6.0 Manual recording of attendance may be allowed provided the actual time of arrival and departure of employees concerned are indicated in the designated logbooks.
- 7.0 In terms of filing of leave application, relevant provisions contained in CMO No. 27-2002 shall still be in force.
- 8.0 For guidance and strict compliance.